

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Queensland Police Service]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to provide a character reference for [Subject's Full Name], who is currently [a defendant in a matter/a person of interest] before your office. I have known [Subject's Name] for [duration] and can attest to their character and contributions to our community.

Throughout our relationship, I have witnessed [Subject's Name] consistently demonstrate qualities such as [insert positive qualities--e.g., honesty, responsibility, commitment to the community]. These traits are exemplified by their involvement in [mention any community service, volunteer work, or relevant activities].

In my view, [Subject's Name] is a person of good moral standing who has demonstrated the ability to learn from past experiences. I believe that they are committed to making positive choices moving forward.

I appreciate your consideration of this character reference. If you require any further information or wish to discuss this matter, please do not hesitate to contact me.

Thank you for your time.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]