

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Judge's Name]
[Court Name]
[Court Address]
[City, State, Zip Code]

Re: [Case Number/Title]

Dear Honorable Judge [Last Name],

I am writing to you regarding the case of [Case Title/Defendant's Name] that is currently before you. My name is [Your Name], and I am [your relationship to the case or defendant, e.g., a family member, friend, etc.].

[Briefly explain your connection to the case and the defendant or situation. Use this paragraph to convey any positive qualities or mitigating circumstances concerning the defendant.]

I kindly ask that you consider [specific request, e.g., leniency in sentencing, rehabilitation opportunities] during your decision-making process. [Provide any relevant facts or examples that support your request.]

Thank you for taking the time to read my letter. I appreciate your consideration of my perspective regarding this matter.

Respectfully,

[Your Signature (if sending a hard copy)]

[Your Printed Name]