

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Judge's Name]  
[Virginia Court Name]  
[Court Address]  
[City, State, Zip Code]

Dear Judge [Judge's Last Name],

I am writing this letter to provide a character reference for [Defendant's Name], who is scheduled to appear before you on [Hearing Date]. I have known [Defendant's Name] for [number] years in my capacity as [Your Relationship to Defendant, e.g., a friend, colleague, neighbor]. During this time, I have witnessed [Defendant's Name]'s commitment to [specific qualities or community involvement]. [He/She/They] has consistently demonstrated [positive traits or behaviors], which I believe reflect [his/her/their] true character.

[Provide a specific example or anecdote that illustrates the positive qualities of the defendant.]

I understand the seriousness of the matter at hand, and I truly believe that [Defendant's Name] is capable of learning from this experience and making positive changes in [his/her/their] life. I respectfully ask that you consider this reference when making your decision.

Thank you for your time and consideration.

Sincerely,

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