

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

Dear Honorable Judge [Judge's Last Name],

I am writing to you in regard to [Defendant's Name], who is currently before you in [case name or number]. I have known [Defendant's Name] for [duration of your relationship] and can attest to their character and personal qualities.

Throughout our relationship, I have found [Defendant's Name] to be [adjective] and [adjective]. [He/She/They] have consistently demonstrated [specific examples of positive behavior or qualities].

I believe that [Defendant's Name] is a [further positive attribute] individual who has the potential to [mention any positive future contributions they can make, if applicable].

Thank you for considering my perspective regarding [Defendant's Name]. I hope this letter provides insight into [his/her/their] character.

Sincerely,
[Your Name]