

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

Dear Judge [Judge's Last Name],

I hope this letter finds you well. My name is [Your Name], and I am writing to express my thoughts regarding [the specific case or individual involved, e.g., "the case of John Doe," or "the sentencing of Jane Smith"].

[Insert a brief introduction about your relationship to the individual or case, including any relevant background information.]

[In this paragraph, explain the reasons for your letter. Discuss the individual's character, actions, and any positive contributions they have made. Provide specific examples, if possible.]

[Conclude with a statement reinforcing your belief in the individual's potential for rehabilitation or the need for leniency, and express your appreciation for the judge's time and consideration.]

Thank you very much for your attention to this matter.

Sincerely,

[Your Name]