

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Judge's Name

Court's Name

Court's Address

City, State, Zip Code

Dear Judge [Last Name],

I am writing to request a character reference for [Defendant's Name], who is scheduled to appear in your court on [Date of Appearance]. I have known [Defendant's Name] for [number of years] and can attest to their character and conduct.

[Defendant's Name] has consistently demonstrated [describe positive traits, e.g., responsibility, honesty, etc.], and has been an upstanding member of our community. [Provide a specific example that illustrates their character].

I believe that a character reference from me could help provide the court with a more complete understanding of [Defendant's Name] as a person rather than merely the actions that have brought them here.

Thank you for considering my request. If you need any further information, please feel free to contact me at the number listed above.

Sincerely,

[Your Name]