

[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 [Judge's Last Name],

I am writing to you regarding [Defendant's Name], who is appearing before you in court on [Date] for [specific case details]. I have known [Defendant's Name] for [number] years and have had the privilege of witnessing their character and conduct.

[Defendant's Name] has always demonstrated qualities of responsibility, integrity, and kindness. [Provide specific examples or anecdotes that illustrate these qualities--this may include their involvement in the community, work ethic, or personal interactions with you].

I strongly believe that [Defendant's Name] genuinely regrets the circumstances that have brought them before the court, and I have every confidence that they will learn and grow from this experience.

Thank you for considering my statement regarding [Defendant's Name]. I trust that you will see the positive attributes that [he/she/they] possess and the potential for [him/her/them] to contribute positively to society in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]