

# Community Service Reference Letter

[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's Last Name],

I am writing to provide a reference for [Defendant's Name], who has completed community service hours under my supervision at [Organization Name]. During their service from [Start Date] to [End Date], [Defendant's Name] demonstrated commitment, responsibility, and a genuine desire to contribute positively to our community.

[Defendant's Name] performed various tasks including [list specific tasks or roles], showing [his/her/their] ability to work collaboratively and effectively with others. [He/She/They] was always prompt, dedicated, and showed great respect towards both staff and community members.

This experience has not only benefited our organization but also provided [Defendant's Name] with the opportunity for personal growth and reflection. I strongly believe that [he/she/they] is taking steps to improve [his/her/their] life choices and is committed to making better decisions moving forward.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information. Thank you for considering this reference.

Sincerely,

[Your Name]  
[Your Position]  
[Organization Name]