

Dear Sir or Madam,

Hello. I am writing in reference to **{Name}**, who is appearing before your court due to **{reason for court appearance}**.

{Name} asked me to write a character reference letter, but the truth is that I was already planning on doing so before the request. I feel strongly about **{Name}**, and about **{his/her}** future, and I want to try to make you feel the same way.

{Name} is a person of good moral character. I realize that might seem hard to believe, given the circumstances, but it's true nonetheless. I have known **{Name}** for **{length of time}**, and in that time I have seen **{him/her}** go through ups and downs, but all the while I have been convinced that **{he/she}** is a decent person at the core. **{He/she}** just needs more people to believe in **{him/her}** so that **{he/she}** can become the person I know **{he/she}** can be.

{Name} has made mistakes, and **{he/she}** is incredibly remorseful, and is willing to do whatever it takes to make reparations, financially and emotionally, if possible. But to do that, **{he/she}** needs you to give **{him/her}** an opportunity to get a second chance. I recognize that **{Name}** broke the law, and I do not believe that **{he/she}** should get off without punishment. I just hope you will recognize the power you wield with regard to the future of this **{man/woman}**, and make a fair decision.

Thank you,

{Sender}