

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}