

Template for a character reference – You will need to adapt it so it fits your individual circumstances

[Date]

[Referee's name]

[Referee's address]

[MOUNT GAMBIER SA 5290]

Mount Gambier Magistrates Court

To the Presiding Magistrate,

I have known [your name] for the last [number of years]. I know [your name] through [relationship with you, e.g. work, school, treatment program].

During this time I have found [your name] to be an honest and trustworthy person. I have trusted [him/her] to [e.g. look after pets, babysit children]. **OR** In the time I have known [him/her], [he/she] has been a good [employee/student/patient] who has dealt with me honestly.

[Short paragraph about family or employment history, and person's character]

[Your name] has told me [he/she] has been charged with [name of the charge].

[Short paragraph supporting your version of the events, and why the event may have occurred.]

[Statement of regret, e.g.] [He/she] has told me [he/she] is embarrassed about the incident and does not normally behave in that manner. [He/she] also said [he/she] was willing to pay [for the damage caused, e.g. broken glasses to be replaced].

Yours sincerely,

[Referee's name]