**Letter Template**

**Character Reference Letter**

[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]