**LETTER TEMPLATE**

**CHARACTER REFERENCE LETTER FOR COURT**

**[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]**