**Email Template**

**Character Reference Email for Court**

\*Official Letterhead If Possible  
  
Author’s Name  
Author’s Address  
City, State, Zip Code  
  
DATE  
  
Presiding Judge or Magistrate’s Name given by the defendant’s lawyer  
  
RE: Character Reference for NAME OF DEFENDANT  
  
Your Honor,  
  
The aim of this letter is to present the good character of NAME. We have worked together for the past 10 years as nurses in the Name of Hospital. I can confirm that she is careful, considerate, efficient, and dedicated to the well-being of others. She has received several honors for her dedication to her work including Nurse of the Year for three consecutive years.

She is well-regarded among all the staff at the hospital as a person of high integrity and honesty. We have been together in several emergency situations, and she has always conducted herself with common sense and compassion.   
  
I am aware that she has pleaded guilty to DUI. However, I wish to express that she is not a habitual drinker, and this unfortunate situation was most probably one-of-a-kind. She has expressed to me many times that she is extremely sensitive to her transgression and is sorry for it.   
  
I hope this letter will give you an idea of her good character and help her get a second chance to prove this was an unusual occurrence.   
  
Thank you for taking the time to read this letter.

Sincerely,   
  
Signature of Author  
Printed name of Author