**SAMPLE OF A CHARACTER REFERENCE LETTER**

From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Honorable Judge \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert the name of the Judge),

My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (and your full name), and I am a \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (write your profession or occupation). I have known \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (write the person’s full name) as a good and loyal friend for over \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ years (write how many years you have know each other). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(insert the person’s name) was my neighbor for some time before we became close friends. Our families often spend time together. I consider \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert the person’s name) as someone I hold in high confidence. For this reason, I am happy to help \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert the name) and write a letter of reference for them regarding this matter. I understand the seriousness of this matter; however, I hope that some leniency will be shown.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert the person’s name**)** is a very reliable and honest person. My family can trust him/her in all matters. My spouse and I even leave our children with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert the name) without any doubts. Moreover, it will be indicative that he/she does it with the best friendly intentions and never takes money for it. His/her constant volunteering at the local homeless center (provide the organization’s name) also shows his/her selflessness. He/she is always happy to come to the rescue—one has only to ask, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert the person’s name) does not expect any rewards for this.

In addition to our friendship, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert the person’s name) is an upstanding member in the neighborhood. It is unfortunate that he/she has made some bad decisions, thus resulting in this case. I was surprised to hear about the matter, but I am totally sure that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert the person’s name) is ready to accept all responsibilities. Now he/she expresses complete remorse for the deed and willingness to pay off his/her debt to the local community. I have no doubt about the sincerity of his/her intentions.

I hope that the court will be able to take my letter into account and attach it to the case. Even in spite of this offense, I continue to consider \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert the person’sname)a worthy member of the local community and an example for many.

Sincerely,

(Affix your signature)