**Letter Template**

**Character Reference Letter**

Dear Sir or Madam,

I am writing in reference to Case # **{case number}**, which involves **{Name}**, who is **{being sentenced, seeking custody of a child, etc.}**.

I have known **{Name}** for **{length of time}**, and we are **{coworkers, friends, etc.}**. I believe I am in a position to speak to **{Name's}** moral character, so I hope you will take this letter into account when making your decision.

**{Name}** is, in short, a good person. **{He/she}** has always been kind and generous with others. **{He/she}** has a strong sense of duty, which applies in **{his/her}** job, family, and community. **{He/she}** also possesses a great deal of integrity, and constantly strives to make sure **{he/she}** is doing the right thing.

It must be difficult for you to make decisions like this when you don't actually know the person standing in front of you, so I hope you will look at my letter and the countless others you're receiving and understand that **{Name}** is the kind of person around whom people rally. That has to say something, so please let that be a factor in your decision.

Thank you,

**{Sender}**