**TEMPLATE  
 CHARACTER WITNESS LETTER**

**[Referee’s name]  
 [Referee’s address]**

The Presiding   
Magistrate/Judge **[Court’s Address]**

**[Date]**

Dear **[Sir or Madam]**

# Character Reference for [name of defendant]

My name is **[give your name, address, job and any qualifications].**

I have known **[name of defendant, address of defendant]** for **[state how long you’ve known the defendant and how you know them. Say how much contact you have with them.]**

**[Set out what you know about the charges against the defendant. Say that you know the defendant must attend court.]**

**[If you know how the defendant feels about the charges and about what they have done, set it out here. Say whether they’re sorry for their actions or if they have suffered psychologically because of their actions. Say what they have said or done that makes you believe that they’re sorry.]**

**[If you believe their conduct was out of character, set out the reasons why. This may include anything going on in the defendant’s life that has caused stress or upset.]**

**[Set out what you think of the person’s character, for example, their personal qualities that you like or admire.]**

**[Set out any contributions that the defendant has made to the community, for example charity or volunteer work.]**

Should you have any further questions, I can be contacted on **[phone number].**

Yours faithfully **[Signature]**