**TEMPLATE
 CHARACTER WITNESS LETTER**

 **(date)**

The Honorable Judge **(name)
Subject:**  Person's Full Name

Dear Sir,

I am writing on behalf of **(name),** whom I have known for about ten years, first as a coworker and later as a friend. **(name)** is a man of few words, as you are likely to discover for yourself during his court hearing.  However, there is no better role model in our workplace than him; not necessarily by words which can be meaningless when the rubber meets the road, but by deed.

An example of this is a recent incident where a customer lost a purse containing more than $1,000.00 cash while visiting our facility.  **(name)** found the purse, called the person who lost it **(her identification and contact information was in the purse)** and arranged for her to pick it up at her convenience.

The alternative was that he could have simply kept the cash and discarded the purse…and while $1,000.00 may not sound like a lot of money it arguably is to someone who earns minimum wage. This is just one of the many ways that **(name)** carries himself every day that earns the respect of his friends and co-workers.

If there is anybody who deserves a second chance with regard to legal issues it would be **(name)** and if you take a moment and get to know him during his court proceeding, I think you might agree.

In closing, thank you for your attention to this letter and I am available should you have any questions of me.

Respectfully Submitted,

Your Name