**CHARACTER REFERENCE LETTER FOR COURT**

**To**

The Honorable Judge **[Name of the Judge]**,

My name is **[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 known 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’s name]** a worthy member of the local community and an example for many.

Sincerely,

**[Your Signature]**