## CHARACTER REFERENCE LETTER FOR COURT

**[Date]**

The Honorable Judge **[First Name Last Name]**  
**[Address of Judge]  
[City, State, Zip Code]**

RE: **[Name of Defendant]** – Expungement of Felony Drug Charge

Dear Judge **[Last Name]**:

This is a formal reference letter requesting that the court delete **[Name of Person’s]** criminal record.

I knew the person’s name when he was born because I went to college with his mother and was a Maid of Honor in her wedding.

He wants a felony possession of cocaine conviction from twelve years ago removed from his record since it is affecting all of his job applications due to criminal background checks.

He served an 18-month prison sentence and has had no more drug or legal issues. He sees his conviction as the product of teenage irresponsibility, and he has no plans to get involved with illegal narcotics in the future.

He went to community college after being released from prison and earned a diploma in network management. When he seeks for a job, however, they turn him down because he has a criminal record.

I’ve watched him improve his life over the last ten years and want to help him get the second opportunity he deserves. I may be reached at **[phone number]** or **[email address]** if you have any questions.

Thank you in advance for considering my request.

Sincerely,