## CHARACTER REFERENCE LETTER FOR COURT

February 14, 20XX

The Presiding Magistrate  
Melbourne Magistrates’ Court

Your Honor,

My name is Peter Johnson of 1 Temple Court, Keillor Park, architect.

I have known Jane Citizen of 123 Alphabet Street, South Melbourne, retail assistant, for five years. We used to work together.

I understand that Jane Citizen must attend court about a theft charge. She is very upset about the charge, and I believe she is sorry for what she has done.

She has been under stress due to her mother’s difficult battle with cancer. Even though she has been charged with theft I would continue to trust Jane with my money and belongings.

I can say that in all the time I have known her, Jane Citizen has been a decent, hardworking, and trustworthy person. I believe any behavior she displayed that caused her to be charged with theft was a one-off event.

I am happy to discuss this reference and can be contacted on **[include your phone number here].**

Yours faithfully,

**[Signature]**  
Peter Johnson