Sample 1 – Character Reference Letter For Court Template

[Your Name]  
[Address]  
[Phone Number]

[Date of Letter]

The Honorable [First, Last Name]  
Judge of [Circuit, District or other Court Name]  
[Address of Judge]

RE: [Name of Defendant] – Expungement of Misdemeanor Larceny Charge

My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I am over the age of 18 years old. I am not related by birth or marriage to the petitioner.

I have known the petitioner since \_\_\_\_\_\_\_\_\_\_ The petitioner attends church (or synagogue or mosque) at \_\_\_\_\_\_\_\_\_\_\_\_. He volunteers at the local soup kitchen twice a week and has done so for three months.

During the little league baseball season, the petitioner helped me coach the team. The parents and I have appreciated his work. I also see the petitioner help people in need.

I have not seen the petitioner use illicit drugs, become intoxicated, or engage in dangerous or improper behavior. To my knowledge, the petitioner has not engaged in criminal activity.

I am familiar with his general behavior, character and reputation. The petitioner exhibits and otherwise is of good behavior and character in the community. He has a good reputation in the community. I do not consider him to be a threat to the community in which the petitioner.

I offer this letter in support of the petition to expunge the petitioner’s conviction for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Respectfully Submitted,

[Your Name]