Character Reference Letter For Court Template

Your Name  
Your Address  
City, State, Zip Code

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 letter is a formal reference letter to request to have the court expunge the criminal record of [Name of Person]. I have known Name of Person since his birth as I attended college with his mother and was a Maid of Honor in her wedding.

He is requesting that a felony conviction for possession of cocaine twelve years ago be expunged from his record as it is negatively impacting all of his job applications because of criminal background checks.

He served a jail term of 18 months and has had no further problems with drugs or the law. He considers his conviction the result of youthful carelessness and has no intention of being in any way involved with illegal drugs in the future.

After he was released from prison, he attended community college and received a diploma in network administration. However, whenever he applies for a job, they refuse because he has a criminal record.

I have watched him these last 10 years improve his life and would like to help him get the second chance he deserves. If you have any questions, I can be reached at [Phone Number] or at [Email Address].

Thank you in advance for considering my request.

Sincerely,

Your Signature

Your Printed Name