

# Character Reference Letter Sample for Court Sentencing

Below is a sample template for a character reference letter to support an individual during court sentencing. Use this format as a guide to write your own respectful, sincere, and factual letter.

---

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

**To the Honorable [Judge's Name],**

[Court Name]

[Court Address]

[City, State, ZIP Code]

**Re: Character Reference for [Defendant's Full Name]**

Dear Judge [Last Name],

I am writing to you in support of [Defendant's Full Name], whom I have known for [length of time] as a [describe relationship, e.g., friend, colleague, neighbor, etc.]. I understand that [Defendant's First Name] has been found guilty of [briefly mention offense, if appropriate, or simply state an offense] and is awaiting sentencing. I sincerely hope that my perspective as someone who knows [him/her/them] well will be helpful in your decision-making process.

In my experience, [Defendant's First Name] has always demonstrated positive qualities such as integrity, kindness, and a strong sense of responsibility. [He/She/They] has been actively involved in our community, volunteering at [mention community organization or activity, if applicable] and always offering help to those in need. [Give specific example(s) of positive traits or actions: e.g., "Last year, when a neighbor lost their job, [Defendant's First Name] organized a community fundraiser to support them."]

I am aware that [Defendant's First Name] deeply regrets [his/her/their] actions and has expressed genuine remorse. [He/She/They] has taken steps to make amends and is determined to become a better person. I truly believe that this experience has profoundly impacted [him/her/them] and that [he/she/they] is committed to making positive changes moving forward.

I respectfully ask that you consider [Defendant's First Name]'s good character, positive contributions, and sincere remorse as you determine an appropriate sentence. I am confident that with support and guidance, [he/she/they] can continue to make a valuable contribution to our community.

Thank you for taking the time to read my letter. Please do not hesitate to contact me if you need any more information.

Sincerely,

[Your Name]

---

*This template is for guidance only and should be personalized to reflect your relationship with the individual and knowledge of their character.*