

*Typed documents are preferred

Date

Judge: Honorable Jane M. Doe
Judge's address

RE: Character reference for _____

Dear Hon. Jane M. Doe:

Introduce yourself by indicating how you know _____ and for how long you have known _____.

Indicate that you are aware of his present charges.

Indicate what you would like the Court to know about _____ before she decides on a sentence.

- It is **NOT** helpful to allege that _____ is innocent.
- It **IS** okay to indicate you are surprised that _____ got himself involved in such a situation.

Ideas on topics to speak on: 1. Story about how he helped someone less fortunate, elderly, or disabled, 2. Hard and dependable worker, 3. Has been doing well at treatment/rehabilitation, 4. Has family that jail would cause a hardship for, or 5. Has a mental or physical condition that mitigates against a harsh sentence, etc.)

Offer that the Judge can call you with any follow-up questions.
Provide a phone number.
Print and sign the reference.