

# Character Reference Statement

Date: \_\_\_\_\_

To: The Honorable Court

Case No.: \_\_\_\_\_

Subject: Character Reference for [Full Name of the Person]

To Whom It May Concern,

My name is **[Your Full Name]** and I am a resident of **[Your Address]**. I have known **[Name of Accused/Person]** for **[Duration]** in the capacity of **[relationship: e.g., friend, colleague, neighbor]**.

Throughout my association with [Name], I have found them to be a person of integrity, honesty, and strong moral character. [Describe specific incidents/traits that highlight their character, such as responsibility, work ethic, community involvement, etc.]

I am aware of the charges brought against [Name], and while I do not wish to minimize the seriousness of the matter, I wish to convey my sincere belief that [Name] is a person of good character. I believe that this incident is not a reflection of [Name]'s usual behavior and that he/she/they deeply regret(s) the situation.

In my opinion, [Name] is capable of learning from this experience and making positive contributions to society. I respectfully request the court to take this reference into consideration when making its decision.

Please feel free to contact me at [Your Contact Information] should you require any further information.

Sincerely,

\_\_\_\_\_  
[Your Signature]

[Your Printed Name]

[Contact Number]

[Email Address]

## Important Notes:

- Be honest and only write facts you can support if asked.
- Mention your relationship to the person and length of time known.
- Use respectful, clear, and formal language throughout.
- Include your contact details for verification purposes.
- Avoid commenting on matters you do not know firsthand or discussing the details of the case.