

Character Letter for Student in Trouble

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]

[Date]

[Recipient's Name]
[Title]
[School/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to offer my heartfelt support for [Student's Name], who is currently facing disciplinary action. I have known [Student's Name] for [duration], in my capacity as [Your Position], and I can confidently say that they are an outstanding individual with a strong moral character.

[Student's Name] has consistently demonstrated [positive qualities such as integrity, responsibility, kindness, etc.]. In the classroom, they are known for their dedication and perseverance. They have shown a genuine interest in their studies and have often gone above and beyond to assist their peers, reflecting a commendable level of empathy and teamwork.

One particular instance that stands out is when [describe a specific incident that highlights the student's positive traits]. This event showcased [Student's Name]'s ability to [specific quality or action], reinforcing my belief in their good character and potential.

It is important to recognize that everyone makes mistakes, especially during their formative years. I believe that this incident is not reflective of [Student's Name]'s true character but rather an unfortunate lapse in judgment. Given the opportunity, I am confident that [Student's Name] will learn from this experience and emerge as a more responsible and mature individual.

[Student's Name] has a bright future ahead of them, and I believe that with guidance and support, they will continue to grow and contribute positively to our community. I sincerely hope that you will consider this letter as a testament to their character and potential for positive change.

Thank you for your time and consideration.

Sincerely,

[Your Name]
[Your Position]
[School Name]