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

[Date]

[Judge's Name] [Name of the Court] [Address of the Court] [City, State, Zip Code]

Dear Judge [Judge's Last Name],

I am writing to provide a personal character reference for my friend, [Friend's Name], who is appearing before your court. I have had the privilege of knowing [Friend's Name] for [number of years] years, and during this time, I have come to know [him/her/them] as a person of integrity, kindness, and responsibility.

Throughout our friendship, [Friend's Name] has consistently demonstrated a strong moral character and a commitment to doing the right thing. [He/She/They] are known for [his/her/their] honesty, reliability, and compassion towards others. I have witnessed firsthand how [he/she/they] handle challenging situations with grace and thoughtfulness, always striving to make positive contributions to the lives of those around [him/her/them].

[Friend's Name] is an active and engaged member of our community. [He/She/They] regularly volunteer[s] [his/her/their] time and resources to [specific activities or organizations, if applicable], showing a genuine desire to help others and improve our community. [His/Her/Their] actions reflect a deep sense of civic duty and personal responsibility.

I understand the seriousness of the matter before the court, and I do not intend to minimize the gravity of the situation. However, I believe that [Friend's Name]'s actions in this instance are not reflective of [his/her/their] true character. [He/She/They] have expressed sincere remorse and a strong desire to make amends. I am confident that [he/she/they] will learn from this experience and emerge as a better, more conscientious individual.

In conclusion, I respectfully ask that you consider [Friend's Name]'s positive attributes and the person [he/she/they] truly are when making your decision. I believe that with the appropriate guidance and support, [Friend's Name] has the potential to continue being a valuable and upstanding member of society. Thank you for your time and consideration.

Sincerely,

[Your Name]