**Sample # 1**

(Date)

To whom it may concern,

Person's Full Name (Person appearing)

I have known (name) for (years) as (state relationship e.g. friend, business associate, etc.). I can vouch for him / her, and say that he / she has been a person of morals and integrity over the time we have known each other.

I can further state that (name) has been immensely dedicated to his family and work, and a loving person towards friends too.

He / She has been known to be helpful and charitable, and is a much-loved person by all.

For your information, I am (state profession / position, and points to prove your own credibility).

Yours faithfully,

(Name)

(Position if applicable).

**Sample # 2**

(Date)

To the Sentencing Judge,

Your Honor,

I have known (name) for (years) as (state relationship), and we have shared a close friendship through the years.

During the time that I have known (name), I have realized that he / she has been very reliable and trust worthy. (Name) has been through tough times, but has been very successfully made it through, and now has a well settled life.

I am aware that (name) has been charged for (state charge against person), but you may rest assured that he / she has never indulged in such behavior in the past, and what happened on that day was a mere lapse of judgment.

(Name) is embarrassed by his / her behavior, and is willing to pay for any damage that has been caused.

Yours sincerely,

(Name)