**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)