Outline for character letter of support to the judge

Re: [Defendant’s Full Name]

**Paragraph 1 – Relationship**

a. In what capacity do you know [Defendant’s Full Name]? (i.e. relative, friend, spouse)  
b. How long have you known him/her?  
c. Feelings for [Defendant’s First Name] (Important to show love, friendship, respect)

**Paragraph 2 – General statement of support**

a. Do you understand the trouble [Defendant’s First Name] is in?  
b. Have you talked with him/her about their trouble?  
c. Are you able to help them in any way? (Place to live, job, other support)

**Paragraph 3 – Statement on character**

a. What good things can you say about [Defendant’s First Name]?  
b. Mention character traits (honesty, courage, love, etc. and examples)  
c. Offer any personal experiences or insights that may help the Judge understand [Defendant’s First Name]′s true character.

**Paragraph 4 – Conclusion**

a. Express to Judge in your own words how [Defendant’s First Name] knows he/she has done wrong, regrets doing what he/she did, and wants to go forward with his/her life.  
b. Because probation is a possibility in this case, tell the Judge that you do not think society would benefit from sending [Defendant’s First Name] to jail and that a prison sentence would be detrimental to all concerned. It is important to explain why you think this.

Respectfully yours,

Your Name