Character Reference Letter Template

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**[Your Name]**  
[Your Address]  
[City, State, Postcode]  
[Phone Number]  
[Email Address]  
**[Date]**

**To: The Presiding Magistrate**  
[Name of the Court]  
[Address of the Court]

**Your Honour,**

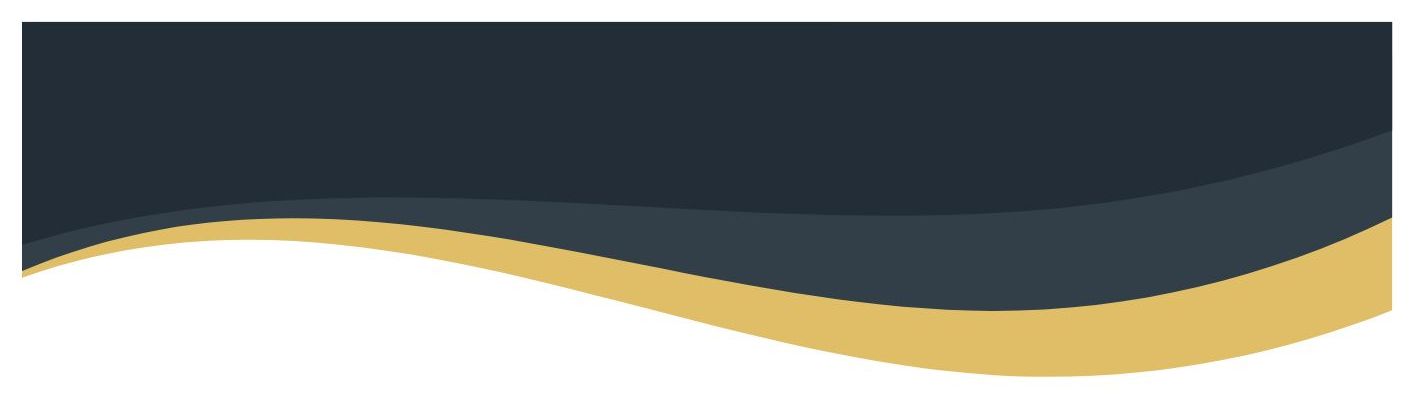
I am writing this character reference for [Full Name of the Person] who is due to appear before the Court in relation to [briefly mention the nature of the charges, if appropriate, e.g., a driving offence, an assault matter, etc.].

My name is [Your Full Name] and I am currently employed as a [Your Occupation] with [Company/Organization], where I have worked for [length of time]. I hold [list any relevant qualifications]. I have known [Defendant’s Full Name] for [length of time] in my capacity as [explain your relationship — e.g., a friend, colleague, community member].

[First Name] has spoken to me about the charges they are facing and expressed sincere remorse for their actions. They appear genuinely distressed by the impact of their conduct, not only on others but on themselves as well. I have observed that [he/she/they] [mention any specific ways they’ve shown remorse, such as attending counselling, apologising to a victim, or undertaking rehabilitation or community programs].

To my knowledge, this offence is entirely out of character for [First Name]. Throughout the time I have known [him/her/them], I have found [him/her/them] to be a responsible, honest, and respectful individual who is well-regarded in the community. [He/She/They] have [mention any community involvement, volunteer work, or achievements in work, education, or sport].

I am aware that as a result of this matter, [First Name] has suffered significant consequences, including [e.g., loss of employment, damage to reputation, or shame among family and peers]. These events have had a profound effect on [him/her/them], and it is my belief that [he/she/they] are committed to making positive changes and ensuring such behaviour does not occur again.



To provide context, [insert any relevant background information about the person’s personal circumstances, such as mental health issues, financial strain, or substance abuse challenges]. I understand that [he/she/they] have since sought help through [e.g., counselling, medical support, addiction programs].

In my honest opinion, [Defendant’s Name] is a person of good character who has made a serious mistake. I believe [he/she/they] have learned a valuable lesson and are making sincere efforts to address the issues that contributed to the offending.

Thank you for taking the time to consider this reference.

Yours faithfully,  
**[Your Full Name]**  
**[Your Phone Number]**  
**[Signature]**

Character Reference Letter Example

**James Harrington**  
12 Elmwood Drive  
Brunswick VIC 3056  
Phone: 0412 345 678  
Email: james.harrington@email.com  
**10 July 2025**

**To: The Presiding Magistrate**  
Melbourne Magistrates’ Court  
233 William Street  
Melbourne VIC 3000

**Your Honour,**

I am writing this character reference for Mr. Daniel Thompson, who is scheduled to appear before the Court in relation to a driving offence.

My name is James Harrington, and I am currently employed as a senior project manager with Orion Construction Group, where I have worked for the past 12 years. I hold a Bachelor of Civil Engineering from RMIT University. I have known Daniel for over eight years, primarily through our local community football club, where we have both volunteered in coaching junior teams.

Daniel has openly discussed the charge with me and has expressed genuine remorse and regret for his actions. He has told me that he takes full responsibility and understands the seriousness of what he did. Since the incident, Daniel has taken proactive steps to address the matter by completing a defensive driving course and attending sessions with a traffic safety counsellor.

In the time I have known Daniel, I have always known him to be a respectful, responsible, and community-minded individual. He regularly volunteers his time at the local food bank and is an active member of our neighbourhood watch group. This offence is completely out of character for him, and it has had a significant emotional impact on his well-being. He has told me that he is deeply ashamed and embarrassed by the situation, especially in front of his wife and two teenage children.

Daniel has also suffered professionally as a result of this charge, as he was placed on a formal warning by his employer and had to withdraw from a leadership training program. He has expressed that he feels he has let down not only his family but also his colleagues and community.

To my knowledge, Daniel has no prior convictions. I firmly believe that this was a lapse in judgment, not a reflection of who he is as a person. He is now actively working to ensure nothing like this happens again and has shown a genuine commitment to learning from the experience.

Thank you for taking the time to consider this reference. I am confident that Daniel will take whatever outcome the Court deems appropriate with the utmost seriousness and continue to work toward becoming a better version of himself.

Yours faithfully,  
**James Harrington**  
**0412 345 678**  
**[Signature]**