Official Letterhead If Possible  
  
Author’s Name  
Author’s Address  
City, State, Zip Code  
Email: name@email.com  
  
DATE  
  
The Honorable Judge FIRST NAME LAST NAME  
Address of Judge  
City, State, Zip Code  
**Note:** Presiding Judge or Magistrate’s Name given by the defendant’s lawyer  
  
RE: Character Reference for [Name of Friend]  
  
Your Honor,  
  
The aim of this letter is to present the good character of [Name of Friend]. We have worked together for the past 5 years as nurses in the [Name of Hospital]. I can confirm that she is careful, considerate, efficient and dedicated to the well-being of others. She has received several honors for her dedication to her work including Nurse of the Year for three consecutive years.  
  
She is well-regarded among all the staff at the hospital as a person of high integrity and honesty. We have been together in several emergency situations, and she has always conducted herself with common sense and compassion.

I am aware that she has pleaded guilty to DUI. However, I wish to express that she is not a habitual drinker, and this unfortunate situation was most probably one-of-a-kind. She has expressed to me many times that she is extremely sensitive to her transgression and is sorry for it.   
  
I hope this letter will give you an idea of her good character and help her get a second chance to prove this was an unusual occurrence.   
  
Thank you for taking the time to read this letter.  
  
Sincerely,   
  
Signature of Author  
Printed name of Author