

CHARACTER REFERENCE TEMPLATE

To the Court,

My name is [full name], and I am [job, position or other relevant background]. I have known [defendant's full name] for [length of time] as their [friend/employer/colleague/family member/other relationship].

During that time, I have personally seen [specific character quality or behaviour]. For example, [give a short, genuine example that demonstrates this quality].

I have also seen [defendant's name] [describe a second relevant example, such as caring responsibilities, employment, volunteering, family commitments or positive changes].

Based on my experience of knowing [defendant's name], I would describe them as [short, honest description of their character].

Yours faithfully,

[Full name]

[Contact details, if appropriate]

[Date]