

Dear _____:

Thank you for your interest in writing a letter on behalf of my client, _____ . Please send your statement, in a letter form, with any of the following information you are able to provide.

- A. Your name.
- B. Your position – family and community.
- C. How long you have known my client.
- D. Your personal knowledge of my client.
- E. Nature of your relationship with my client
- F. Your opinion of my client.
- G. Community reputation of my client regarding honesty, law-abiding nature generally, and social productivity.
- H. Relevant examples of incidents involving my client that you feel the judge should know.
- I. My client's good acts in charitable, business, and civil contexts.
- J. Your knowledge of my client as a good family member and friend.
- K. My client's religious beliefs and practices, if relevant.
- L. My client's abilities and skills of use to community and his/her willingness to contribute (community service).
- M. Any known feelings of my client about the case, such as whether he/she is sorry for what happened.

Please use your own thoughts and language -- this is very important. Do not comment on evidence in this case, suggest a particular sentence, or express your views on the criminal justice system.

Please send your statement to this office at the address stated above. You can address the letter to "Dear Judge _____," but do not send your statement directly to the judge. I will review the statement and contact you if I have any questions. If I believe that your statement will be helpful to my client's case, I will present it to the judge for the sentencing. If you have any questions about this, please contact me.

Sincerely,