CHARACTER REFERENCE LETTER

From: _____, mailing address _____, phone _____, email _____.

Date: _____

To: _____ (for a court: The Honorable [judge's name], name of the court; for immigration: U.S. Citizenship and Immigration Services or the Immigration Judge; for a job or rental: the person and organization).

Re: _____ (the person's full name, plus the case number or A-Number if there is one)

Dear _____: (use "Your Honor:" for a judge)

1. ABOUT ME

My name is _____, and I work as _____. I am writing in support of _____ in connection with (check one): [ ] a court case before this Court [ ] an immigration application or case [ ] an application for a job [ ] an application to rent a home [ ] _____.

For an immigration letter, you may add: I am [ ] a United States citizen [ ] a lawful permanent resident of the United States.

2. HOW I KNOW THEM

I have known _____ for _____. _____ is my _____ (for example, friend, coworker, neighbor or sister). We met _____, and I see _____ _____ (for example, every week).

3. THEIR CHARACTER

In the time I have known _____, I have found them to be _____ (for example, honest, dependable, hardworking or devoted to family).

Here are specific examples of what I mean:

1. _____

2. _____

3. _____

This general template is provided for informational purposes only and does not constitute legal advice. Requirements vary by state and locality; review current law and attach any disclosures or addenda your situation requires before signing. For a guided state-specific document, visit lawvault.org.

4. PURPOSE-SPECIFIC DETAILS

Court: I understand that _____ has (check one) [ ] pleaded guilty to [ ] been found guilty of [ ] been charged with _____. I am not writing to excuse what happened or to argue the case. Since then, _____ has _____ (for example, started counseling, kept a steady job or done community service).

Immigration: Based on what I have seen, I believe _____ is a person of good moral character. _____ _____ (for example, cares for children at home, holds a steady job, volunteers). If _____ were not allowed to remain in the United States, the family would be affected because _____.

Job or rental: From what I have seen, _____ _____ (for example, shows up on time, follows through, pays bills on time, takes care of property).

5. CLOSING

I respectfully ask that you consider this letter. [ ] I am willing to testify about anything in this letter if that would help.

You can reach me at _____ with any questions. Thank you for your time and consideration.

Optional declaration (immigration and some court filings): I declare under penalty of perjury that the foregoing is true and correct. Executed on _____. (If you sign outside the United States, write "under the laws of the United States of America" after "perjury".)

Enclosures: _____

Note: keep to what you know firsthand. Do not argue the facts of a case, criticize the court, police or other parties, or ask for a specific sentence. Most court letters should go to the person's lawyer, who files them. A document written in another language that is filed with USCIS or the immigration court needs a certified English translation.

SIGNATURES

Writer

Signature: _____ Date: _____

Printed Name: _____

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