

71.0% of good character cases and  
71.0% of addressing addiction cases also included remorse.

**Following these 'I-V,' Creates Individual Letters: Only Business Letters include an address**

DO NOT OFFER SENTENCE OPTIONS TO A JUDGE: MY SON SHOULDN'T GO TO JAIL."

**I. How To Start Your Letter that Attests to Their Character**

- Your letter should start with "Dear Judge (last name of the judge assigned to the case)"

**II. Identify Yourself** (you have explained who you are and how you know the defendant)

- My name is, and...
- The best character letters often begin with the writer explaining who he or she is and what he or she does.
- You should then explain how long and under what circumstances you have known the defendant.
- **For example**, is he a relative of yours? a romantic partner? a friend? a former employee or co-worker? More specifically, explain how you met him and how well you feel you know him.
- **Your letter will carry more weight with the judge if** you explain exactly how you have been able to form an impression about the defendant, for example, because you worked with him for several years or you have known him since childhood.

**III. Tell the Facts About the Defendant** (Give your frank opinion about the defendant's character.

- You might want to discuss the defendant's childhood, obstacles he/she has faced, his/her work history, his/her role in the family, his/her relationship with parents/children/spouses, his/her health issues, his/her substance abuse, the support structure available to the defendant upon release, or his/her plans for the future.
- You might want to talk about whether the defendant has expressed remorse for his/her actions and whether you believe he/she will re-offend.
- You can most effectively express yourself if your letter not only states your opinion, but also explains why you hold that opinion.
- It is often very helpful to give specific examples of things the defendant has done or ways he or she has handled difficult situations that have led you to think well of him/her.

**IV. Anecdotes can provide the judge with a lot of insight into who the defendant is.**

- Don't be afraid to tell your favorite stories about the defendant or describe your fondest memories of your interactions with him/her. [VOLUNTEERED IN CHURCH, SCHOOL, HELPED WITH GROCERIES, AND CUT LAWN, ETC...]

**V. Job Offers**

- Everything above
- I trust them and need their skills,
- Should a job open, I'm interested in hiring him/her
- They will be on-site at this address the whole shift
- Pay is every two weeks at a high minimum
- I or my manager (Samath Jones) is available at the number below