

1. Letter writer's name, address, and phone number
2. Address letters to:

Judge \*\*\*\*\*

Address of court house and Room  
City, State, Zip Code

Re: DEFENDANT'S FULL NAME

Dear Honorable Judge NAME OF JUDGE,

- 3.. **[PARAGRAPH 1]** Letter writer should introduce himself (e.g., I am a dentist and have been practicing dentistry in Coral Gables for the past 27 years), and state that he is writing because you have asked him to write to the Prosecutor.
4. Letter writer should say how he knows you (e.g., I have known X for 17 years and have been his dentist for the last 12 years. We attend the same church, and our families socialize two or three times a month).
5. **[PARAGRAPH 2]** Letter writer should state the good things about the defendant and specific examples of such, if any (e.g., brave, clean, loyal, trustworthy, honest, truthful, generous, sober, charitable, chaste, good father, good friend, good brother, good son, good grandson, compassionate, kind, providing for family, will give up his last to help someone, etc. – whatever applies).
6. **[PARAGRAPH 3]** Letter writer should state that he is aware of [HERE, LETTER WRITER SHOULD REFER TO THE REASON[S] the Defendant is BEING PROSECUTED or any issues like alcohol or drug abuse] and write the reason **why**, notwithstanding [X, Y & Z], he **still recommends** the Defendant receive a break or a second chance. Facts and examples are always better than bald conclusions or (e.g., I am aware of X's DUI but he has since found religion, taken the pledge, and abstains from alcohol; I know this because I worship and socialize with X, who is both my roommate and carpool with me to our AA meetings.). [Why is the letter writer sure and why should the government be certain that the applicant has changed and will never again do what he did in the past.]
7. **[ATTESTATION CLAUSE]** Letter writer should attest to the truth of the letter's contents below. The letter cannot contain any false statements, and all the information must be honest. Everything in this letter is an example of format but in no time should this be considered coaching the letter write in anyway and the letter writer is free to do as he or she pleases but must always be honest in the letter. The next page contains a sample. The letter should be provided to the Attorney who will then review it and submit it on behalf of the defendant if the letter is in the best interest of the defendant.

I declare (or certify, verify, or state) under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

\_\_\_\_\_  
Name of letter writer

Address

Telephone

Email