
[Date]

Your Honor, / Dear [Name and title],

My name is [your name], and I am a [occupation]. I have known [full name] for [number] years as [relationship].

I am aware that [first name] is appearing before the court for [brief description, if appropriate]. [First name] has spoken to me about it and [expressed regret / taken steps ...].

In the time I have known [first name], I have found them to be [quality] and [quality]. For example, [specific example]. I have also seen [second example].

[Responsibilities: family, work, caring, community.]

I am happy to be contacted at [phone / email] if the court requires further information.

Respectfully, [signature] [printed name]

Notes

[Date] Dear [Landlord / Agent],

I am writing to support [full name]’s application to rent [address, if known]. I have known [first name] for [number] years as [relationship].

[First name] is [quality] and [quality]. For example, [specific example of reliability, care or consideration].

I believe [first name] would be a responsible tenant. Please contact me at [contact details] with any questions.

Yours sincerely, [signature] [printed name]

Notes

Yours sincerely, [signature] [printed name]