

Character Reference Letter

William Anderson
1021 Birch Street
Portland, OR 97201
Email: william.anderson@email.com
Phone: (503) 555-0123

[Date]

To Whom It May Concern,

I am writing to support the release of [Inmate's Name], whom I have known for [number of years] as [state your relationship, e.g., friend, family member, colleague]. Throughout this time, I have witnessed [his/her/their] commitment to self-improvement and genuine remorse for past mistakes.

[Inmate's Name] has used [his/her/their] time in custody productively by [mention specific actions, such as completing educational programs, volunteering, or participating in rehabilitation]. These efforts reflect [his/her/their] dedication to turning [his/her/their] life around.

[He/She/They] have a strong support network waiting, including [briefly mention family support, job prospects, or community involvement]. I am confident that [Inmate's Name] will make positive contributions upon release and continue to demonstrate responsible behavior.

I respectfully request your consideration for [Inmate's Name]'s release, as [he/she/they] are ready to rejoin society as a productive and valued individual.

Sincerely,

[Your Signature]
William Anderson
1021 Birch Street
Email: william.anderson@email.com
Phone: (503) 555-0123