To,

Jane Austen

Chief magistrate

City Court

Dated: xx of May 20xx

Subject: Character reference letter

Respected Mrs. Austen,

I am writing this letter to refer Owen Stiller who is appearing before your court as has been accused of drunken driving.

The reason I am writing this letter is that I feel strongly about his character and can’t believe that he can commit a crime of drunken driving. Owen comes across as a very soft spoken and shy person.

As much I know him he is not into drinking alcohol. He is a very responsible individual so even if he accidentally had drunk, he would never drive after drinking. He is a very good person from heart and has a clean record.

I am really concerned about this person’s future and can assure you that he has been accused wrongly.

Yours sincerely,

Nathan Lee