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DISTRICT OF MARYLAND**

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PLEASE WRITE A CHARACTER LETTER

You are being asked to write a character or reference letter for our client, _____. As you may know, _____ has been charged in federal court with _____. He needs such letters from friends, relatives co-workers and supervisors, former teachers, and others who know him in a variety of life situations. Such a letter is of great importance in obtaining fair and just treatment for him. Below are a few pointers on character letters that you may want to keep in mind when writing your letter.

HOW TO BEGIN

The best character letters often begin by saying (1) who you are, (2) what you do, (3) how long you have known Mr. _____ (4) under what circumstances you have come to know Mr. _____ (i.e. school, work, charitable activities), (5) what is your current relationship with Mr. _____, and (6) how well do you feel you know him.

THE FACTS ABOUT MR. _____

At this point you should give a frank opinion as to Mr. _____'s character. Do you consider him honest? Law abiding? Generous? Does Mr. _____ show thoughtfulness and concern for others? Does he have ambitions in life? How has he made a contribution to his community or the world? Does he have a good reputation? Is he well-liked? If you know, what is the quality of his work habits?

Importantly, in this section **give concrete examples of why you attribute certain qualities to Mr. _____**. We have found that you can most effectively convey the true character of a person if you not only state your opinion, but also explain **why** you hold that opinion. It is often helpful to include an example of some praiseworthy incident or conduct by Mr. _____ that you have witnessed or heard of as to how he has behaved well in the past.

In this section, there is also no need to ignore the fact that he has been charged for a violation of the law. Rather, if your opinion remains the same even in the face of what you know about Mr. _____' offense, please state that. If Mr. _____ has expressed remorse and sorrow for his mistake, state that too.