**Example character reference**

14 February 2013

The Presiding Magistrate
Melbourne Magistrates’ Court

Your Honour,

[Who you are]

My name is Peter Johnson of 1 Temple Court, Keilor Park, architect.

[Your relationship to the person charged]

I have known Jane Citizen of 123 Alphabet Street, South Melbourne, retail assistant, for five years. We used to work together.

[Your knowledge of the person’s charges]

I understand that Jane Citizen has to attend court about a theft [charge](https://www.legalaid.vic.gov.au/find-legal-answers/legal-glossary#charge). She is very upset about the charge and I believe she is sorry for what she has done.

[Your knowledge of what is going on in the person’s life]

She has been under stress due to her mother’s difficult battle with cancer. Even though she has been charged with theft I would continue to trust Jane with my money and belongings.

[Your opinion of the person’s character]

I can say that in all the time I have known her, Jane Citizen has been a decent, hardworking and trustworthy person. I believe any behaviour she displayed that caused her to be charged with theft was a one-off event.

Yours faithfully,
[Signature]
Peter Johnson