

Formal Letter to Judge

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

The Honorable [Judge's Full Name]

[Name of Court]

[Court Address]

[City, State, Zip Code]

Dear Judge [Judge's Last Name],

I am writing to you concerning [state the reason for your letter, such as a specific case name and number, if relevant, or a request for leniency, character reference, or other matter]. I understand the importance of this matter and am reaching out to respectfully present my perspective on [briefly introduce the topic or case related to your letter].

[In this paragraph, provide relevant details regarding your request or purpose for writing. If you are offering a character reference, describe your relationship to the person involved, along with specific examples. If you are requesting leniency or another consideration, respectfully explain your reasoning and any mitigating circumstances.]

I hope you will consider my request with due regard to the details I have presented. I believe that [summarize your main point or appeal, stating any specific outcomes you hope for]. I trust your judgment in making a fair and just decision on this matter.

Thank you for your time and consideration. If you have any questions or require further information, please feel free to contact me at [your phone number] or via email at [your email address].

Respectfully,

[Your Signature (if sending a hard copy)]

[Your Name]

