

# COURT REFERENCE LETTER

To Whom This May Concern,

My name is \_\_\_\_\_ [Your Name] and proud to offer my recommendation of \_\_\_\_\_ [Name of Individual Being Recommended] to whom I have personally known for \_\_\_ years as my \_\_\_\_\_ [Enter Your Relationship such as: "employee", "friend", "colleague", etc.].

During my relationship with \_\_\_\_\_ [Name of Individual Being Recommended] I have experienced an individual who shows up earlier than asked, works hard, and carries themselves in a polite, respectable manner. In addition, \_\_\_\_\_ [Name of Individual Being Recommended] is a family-person who has always presented themselves with levelheadedness and grace.

Please do not hesitate to contact me if you should require any further information.

Best,

**Signature** \_\_\_\_\_ Date: \_\_\_\_\_

Print Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Telephone \_\_\_\_\_

E-Mail \_\_\_\_\_

