

# EXAMPLE CHARACTER REFERENCE

1 July 2023

The Presiding Magistrate  
Melbourne Magistrates' Court

Your Honour,

**[Who you are]**

My name is John Smith of 1 Temple Court, Melbourne, VIC, 3000, Architect.

**[Your relationship to the person charged]**

I have known Jane Citizen of 123 Alphabet Street, South Melbourne, VIC, 3205, Retail Assistant, for five years. We used to work together.

**[Your knowledge of the persons' charges]**

I understand that Jane Citizen has to attend court about a theft charge **[insert all charges]**. 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 **[insert all charges]** 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 **[insert all charges]** was a one-off event.

I am happy to discuss this reference and can be contacted on **[include your phone number here]**.

Yours faithfully,

**[Signature]**

John Smith