

Dear friend or family member:

I am told that you are someone who might be interested in writing a letter on behalf of our client. Such a letter can discuss the individual's character, integrity, and service to country, community and family. This letter is designed to outline what type of information is helpful and what is unhelpful in such a character reference.

Address your letter to:

To Whom it May Concern
c/o Law Office of Geoffrey L. Burg
720 Third Avenue, Suite 2015
Seattle, Washington 98104

Tips:

- Identify yourself in the letter's opening paragraph and briefly describe for the court your personal background. This is important so the judge can give your letter the weight it deserves.
- Describe how long and in what context you have known our client. Your letter should detail your experiences with our client's qualities as a person such as personal and professional integrity, helpfulness, generosity, commitment to family, etc. ***Specific detailed examples of your experiences with our client are the most important aspect of any letter.***
- It is acceptable in a letter such as this to express a view that our client's situation is inconsistent with your knowledge of his or her character and integrity. It is acceptable to tell the court that you believe our client's actions in this incident were out of character and that you do not believe they will be repeated.
- It is not acceptable, however, criticize the police, the prosecutor, the court, or any other individual involved in the process, including witnesses.

The most effective letter shows that you are sincerely interested our client, know him or her well, and are willing to speak up for him or her during this period. Length is not important, but what you say is very important. Specific details are more helpful than general conclusions. If you feel that additional information should be included or that you have a different view of how the letter should be written, please follow your own inclination. The suggestions are meant only as a guide, not a set of requirements.

Your may provide us the letter in the following ways:

1. Mail it to us at the above address
2. Fax it to us at (206) 467-3152
3. Email it to us at tammy@glblaw.com.