

Dear Sir or Madam,

I am writing in reference to Case # **{case number}**, which involves **{Name}**, who is being charged with a **{degree}** assault charge.

I have known **{Name}** for **{length of time}**, and we are **{coworkers, friends, etc.}**. I understand the seriousness of this charge and I must therefore stress how this behavior deviates from **{Name}**'s normal actions and temperament.

**{Name}** is an incredibly gentle, patient person who has been going through an extremely difficult time. Over the past **{number}** months **{he/she}** has had to deal with **{factors}** that have left **{him/her}** **{short-tempered, in pain, etc.}** I believe it was these factors that led to **{Name}**'s loss of control and regrettable actions.

**{Name}** has shown remorse for **{his/her}** behavior and understands that this one instance is indicative of a problem that needs to be addressed and solved. **{He/she}** is now **{enrolled in anger management, speaking to a counselor, etc.}** **{He/she}** is working hard to improve **{his/her}** future behavior, and I hope you take that into account when considering the appropriate sentence.

Thank you,

**{Sender}**