**[Referree to Complete areas highlighted in Yellow and delete what is not relevant]**

**To the Presiding Magistrate  
[Name Location of Court e.g] Broadmeadows Magistrates’ Court**

**Referee’s Name:** Employer Full Name   
**Occupation:** Current Occupation  
**Address:** Current Address  
**Character Reference for:** Accused Person

**Date: Current Date**

**Your Honour,**

My name is Full Name, (Current Occupation) and I provide this reference for Accused Person.

I have known Accused Person for XX years and I am his/her manager/employer at Name of Company.

Accused Person has told me that he/she has been charged with State the Offences related offences. I was disappointed to hear this from him/her as it was highly out of character.

**-----[Outline what the person has meant to you (example below)]----**

Accused Person has shown me that he/she is a hard worker and a caring person who is dedicated …

[**OUTLINE their work ethic in detail, their contributions, how their colleagues view them**]

Accused Person explained the circumstances on the day of the offences, and I am confident from the person I know that he/she will never appear at court again.

I respectfully ask Your Honour to give Accused Person a second chance and let him/her show you that this was a one-off incident that will not be repeated.

**-----[Finish on being contactable to discuss]----**

If you need to speak to me to discuss any of the above information, I am available anytime on 041X XXX XXX

Yours Faithfully,  
  
  
YOUR SIGNATURE  
**ALSO PLEASE REMOVE ALL YELLOW HIGHLIGHTING IN DOCUMENT.**

**Full Name**