

## SAMPLE LETTER FROM CHURCH

Typed on church letterhead

Date

To Whom It May Concern:

I, name of writer, have known NAME OF CLIENT since date when NAME OF CLIENT began with our church. NAME OF CLIENT comes to church once a week. NAME OF CLIENT participates in many church activities in the community, such as distributing food to the poor at Christmas time and donating his/her time to community outreach programs that we offer for disadvantaged youth.

I believe that NAME OF CLIENT is a good person who can be trusted because he/she has always offered to help people in need. I also believe that NAME OF CLIENT is a good family person, because I have seen him/her on many occasions interact warmly and lovingly with his wife/her husband and children.

NAME OF PERSON told me what happened and why he has had to go to court. NAME OF CLIENT has explained to me how deeply he/she has regretted his/her actions, and how ashamed he/she is of what he/she did.

Sincerely,

Name of church official  
Address of church  
Telephone number