

## **SAMPLE CHARACTER REFERENCE LETTER – COWORKER/EMPLOYEE**

The Honorable Rebecca Lawson

United States District Judge

[Address of the Court]

Dear Judge Lawson,

My name is Stephanie Lee, and I have worked alongside David Chen for nearly seven years at Horizon Tech Solutions, a mid-sized software development firm. I am a senior project coordinator, and David served as a systems analyst on our team until his recent legal troubles. I am writing to share my perspective about him as a colleague and a friend.

David has spoken with me about his conviction. While I do not comment on the case itself, I believe it is important that you hear from someone who has worked closely with him day after day, through tight deadlines and stressful projects.

From the start, David stood out as one of the most dependable people in our department. In our field, where projects often require late nights and problem-solving under pressure, reliability is essential. I remember a particularly difficult client rollout in 2019. The system crashed repeatedly during the night, and many team members grew frustrated and exhausted. David stayed calm, reassuring the younger staff, and worked until dawn to identify the problem. He then stayed the next morning to help train the client's team personally, ensuring they understood the new system. That night, he could have left like others did, but he chose to remain until the job was complete. His dedication not only salvaged the project but also preserved our company's relationship with an important client.

Another memory I hold is from the pandemic. When our team shifted to remote work, many of us struggled with technology and stress. David organized weekly check-in calls, not as part of his job description, but because he wanted to make sure everyone felt supported. He even mailed care packages with snacks and notes of encouragement to younger team members who lived alone. Those gestures lifted morale in a difficult time and showed his natural instinct to care for others.



What impressed me most was David's honesty. In 2021, our team discovered a minor error in a report that could have been quietly corrected without management noticing. Instead of covering it up, David brought it forward immediately, explaining the mistake and helping to resolve it. His integrity saved us from larger problems down the road. That willingness to admit errors, even when uncomfortable, reflects his true character.

I will not pretend that his current situation has not surprised me. It has. But I also know that mistakes in one area do not erase years of dedication, kindness, and responsibility. When David spoke to me about his case, he was remorseful and clear that he intends to use this experience as a turning point. Based on what I have seen over years of collaboration, I believe him.

I also want to assure the Court that David will not face this journey alone. Our team remains in touch with him, and I have committed personally to providing encouragement and accountability. He has built strong relationships at Horizon Tech, and many of us want to see him succeed after this chapter is behind him.

Thank you for considering my perspective. I hope these stories help you see David Chen as more than a defendant. To me, and to many who worked alongside him, he is a dependable colleague, a caring friend, and a man capable of learning from mistakes and continuing to contribute meaningfully to others.

Respectfully,

Stephanie Lee

Senior Project Coordinator

Horizon Tech Solutions

[Contact Information]

