

LETTER REQUEST KIT

Step 1: Cover Note (from Bob to Supporter)

Dear [Name],

As you know, I am preparing for my sentencing hearing in federal court. My attorney has encouraged me to gather character reference letters from people who know me well. These letters can help the judge understand me as a person, beyond the conduct in my case.

I would be very grateful if you could write a letter on my behalf. To make this easier, I've put together instructions and even an AI prompt you can paste into ChatGPT (or another writing tool) to create a draft. You'll only need to add your personal details and specific examples.

Please send your completed letter to my attorney, [Attorney's Name], at [Attorney's Office Address]. Do not send the letter directly to the Court.

Thank you for supporting me through this difficult time.

With gratitude,

Bob Ackerman

Step 2: Instructions for Writing a Character Reference Letter

Do's

- » Address to:
- » The Honorable [Judge's Full Name]
- » United States District Judge
- » [Court Address]
- » Introduce yourself clearly:
 - ◇ Full name.
 - ◇ Your role in society (job, community position, etc.).
 - ◇ Your relationship to me and how long you've known me.

- » Acknowledge:
 - ◇ I have spoken with you about my conviction.
 - ◇ You are not writing about the legal case itself—only my character.
- » Provide at least one or two specific examples of my character (family role, kindness, responsibility, integrity, service, mentorship).
- » State that you support me now and will continue to stand by me (give examples).

Don'ts

- » Don't suggest or request a specific sentence.
- » Don't argue the legal case.
- » Don't make excuses or shift blame.
- » Don't be vague—details matter more than general praise.

Length & Tone

- » Aim for 500—700 words.
- » Use a respectful, sincere tone.
- » Typed, signed, and dated is best.

Step 3: How to Draft Easily with AI

Quick Prompt (short and simple):

“Please draft a 500—700 word character reference letter addressed to The Honorable [Judge's Name], on behalf of Bob Ackerman, who is preparing for a federal sentencing hearing.

I am [name, role in society], and I have known Bob for [time period]. I will explain our relationship, share specific examples of his positive character, note that he has spoken with me about his conviction (without commenting on the case itself), and describe why I support him now and will continue to stand by him through his journey. The tone should be respectful, sincere, and professional.”



Comprehensive Prompt (with structure):

Please draft a 500—700 word character reference letter addressed to:

The Honorable [Judge's Full Name]

United States District Judge

[Court Address]

The letter is on behalf of Bob Ackerman, who is preparing for a federal sentencing hearing.

Include:

1. Who I am (name, role in society/profession/community).
2. My relationship to Bob, how I know him, and how long I've known him.
3. A statement that Bob has spoken with me about his conviction. I understand the seriousness of his situation, but I am not commenting on the legal case itself—only on his character.
4. At least one or two specific, detailed examples of Bob's positive character (family role, kindness, responsibility, integrity, service, mentorship).
5. Why I support him now and why I will continue to stand by him (examples of support I will provide).
6. A respectful closing statement to the judge, thanking them for considering my perspective.

Use a sincere, professional tone. Do not suggest what sentence should be imposed.

Step 4: Where to Send the Letter

- » Send your final letter to: [Attorney's Name, Attorney's Office Address]
- » Do not send directly to the Court.

This kit ensures your supporters have everything they need: clear guidance, a model structure, and tools to draft strong letters quickly.





PRISON CHARITABLE CORPORATION

Prison Professors Charitable Corporation / PO Box 50996 / Irvine CA 92619
IRS 501c3 #85-2603315 / www.PrisonProfessors.org
Email: Impact@PrisonProfessors.org