CHARACTER REFERENCE FOR COURT

Jordan Example
Program coordinator
Example Program
10 Example Street, Albany, NY
jordan@example.invalid

November 5, 2026

Example County Court
Example County Court

Re: Character Reference for Alex Example

Dear Reviewing Official:

I respectfully submit this character reference for **Alex Example** in connection with the Custody matter identified above.

I. Who I Am

I am Program coordinator at Example Program. My relationship to Alex Example and the basis of my observations are described below.

II. Nature and Duration of My Acquaintance with Alex Example

I have known Alex Example for six months. My relationship to the candidate is program coordinator. I reviewed the project notes and attended two sessions alongside the candidate.

III. Scope of This Letter

I provide personal observations of Alex Example over the period of my acquaintance. I do not opine on the legal merits of the matter.

IV. Character as I Have Observed It

I can confirm attendance at the two sessions I observed. I have not assessed performance outside those sessions.

V. Specific Examples

Alex prepared an event checklist during the October session. I did not supervise other projects.

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VI. Why I Am Writing

My statement is limited to the described sessions. Other qualifications have not been assessed.

VII. Candor to the Court

The candidate needs additional supervised practice before independent responsibility.

Truthfulness. The statements in this letter are true and accurate to the best of my knowledge, based on my personal observations. The recipient may contact me about the observations stated here.

Thank you for considering these observations. I can be reached at jordan@example.invalid should any question arise.

Respectfully submitted,

Jordan Example

_____ PRINTED NAME

_____ SIGNATURE

_____ DATE

Jordan Example
Program coordinator

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