

# **Character Letter Writing Guidelines & Example**

## **GENERAL GUIDELINES**

The main goal of character letters is to persuade the judge that Priscilla is deeply connected to the community and therefore is

- 1) not a flight risk and
- 2) not a threat to the community.

Please submit letters ASAP.

### **Do's**

- Be concise
- Use concrete examples or short anecdotes that demonstrate who Priscilla is and how she contributes to the community
- Write from the heart! Show the reader Priscilla through your eyes!

Do not include:

- Statements about the Defend Atlanta Forest movement or details about the case itself
- Comments on guilt or innocence. Do not dispute facts of the case
- Any personal information you wouldn't want shared to the public. Note that this letter will become part of the public court record.

### **Questions to answer in your letter:**

- Is Priscilla a productive member of society?
- What are Priscilla's roots in the community? I.e. School, job, faith, volunteer, friend etc.
- Do you have a specific story or anecdote where Priscilla displayed compassion, good relationships, or contributions?

***Character letters should be be uploaded to the [Support Priscilla website](#) or emailed to [crew@supportpriscilla.org](mailto:crew@supportpriscilla.org)***

## **Example Letter**

[Your Name/Organization]

[Your contact information]

[Date]

Dekalb County Courthouse  
556 N McDonough Street  
Decatur, GA 30030

Re: Priscilla Grim

To whom it may concern,

### **Introduce yourself and/or your organization**

My name is \_\_\_\_\_ and I am a member of (organization/institution/community). I am writing today on behalf of \_\_\_\_\_ who is currently being held on domestic terrorism charges in the Dekalb County Jail.

[Briefly describe yourself who you are, your position in work or your role in the community and any points which could establish your ability to advise the judge]

### **Establish your relationship (if applicable)**

[If you know her personally, describe your relationship. How long have you known her? How do you know her? If you don't know her personally, describe what you know of her, how you've become aware of her case, or share anecdotes from others.]

[Include **authentic, specific, concrete and positive examples** about how she has contributed to you, your work, and your community. This could also be how she WILL contribute when she has returned to the community. The stronger and clearer the better.]

Examples to include: her volunteer work, her work with children, her impact on your organization/life, and how she would be beneficial to the community.

### **Other supporting information**

[Include any other significant information such as if she ever helped you in a time of need etc. ]  
Could include a final example sentence on how they're certain she will be welcomed back/is a valuable member of the community/is harmed by being incarcerated etc. (ex: I am wholly confident that she will positively contribute to her community upon her release)

Sincerely,

[Your Name]