Character reference letter template (writing aid, not a DOJ form)

Not a DOJ form. DOJ's character-reference page says each reference receives an emailed link to an online form. It does not ask the applicant to file a letter.

Use this only to help a reference organize what they know first-hand, in their own words. Do not write it for them to sign.

Not legal advice. A letter does not change how DOJ decides, and it does not reserve a place in DOJ's process.

_____ (Date)

To whom it may concern:

My name is _____ (your full name). I live in _____ (city, state) and work as _____ (your job or role). I am writing about _____ (applicant's full name).

I have known _____ (applicant's first name) for _____ (number) years. We know each other through _____ (work / our neighborhood / a group or program). I am not related to _____ (him / her / them) by blood or marriage.

Here is what I have seen first-hand: _____ (two or three specific examples, such as how they do their job, help family or neighbors, keep commitments, or handle a hard situation).

(Optional) I know about _____ (his / her / their) past case because _____ (how you know). Since then, I have seen _____ (what you have seen, in your own words).

Everything in this letter is true to the best of my knowledge. I am glad to answer questions at _____ (phone) or _____ (email).

Sincerely,

_____ (Signature)

_____ (Printed name)

DOJ character-reference page: https://www.justice.gov/ffrr/federal-firearm-rights-restoration-character-references

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