



To whom it may concern,

You are receiving this letter because you are being asked to write a Letter of Support on behalf of my client_____. In connection with this Letter of Support, I would like to highlight some key points we like to cover to best assist our clients:

- Who you are/what you do/how long you have been doing it;
- How you met my client;
- How long you have known my client, and in what capacity;
- If my client is an honest/truthful/trustworthy person;
- If my client has a tendency toward violence/aggression or calm/peacefulness;
- If you believe my client has been rehabilitated from the crime(s) for which they were convicted;
- Finally, and most importantly, in what ways you think this felony conviction is harsh to them personally. This could include job opportunities missed, volunteer opportunities they are unable to engage in, life events they have missed out on. Anything that makes this felony harsher for my client than the next person.

Please make sure the letter is signed (an electronic signature is acceptable) and dated.

Your letter does not have to follow this order, or format, but we want to provide a good starting point. You can address any letter, “to whom it may concern” and give them to my client, or send them to me at:

Kollie Law, PC
201 West Main St. #1-E
Medford, OR 97501

If you have any questions or concerns, please do not hesitate to contact me. Thank you for your time in drafting a letter of support and the benefit it is to my client.

Sincerely,

Shawn A. Kollie
Attorney at Law