**Instructions: Complete All Highlighted Areas with Your Personal Information. Submit this Letter Along with (i) Statement of Inability to Pay, which is also in this toolkit, (ii) Copies of any statements or letters about government benefits or unemployment and (iii) Proof of Incarceration. You can get the Proof of Incarceration by Calling the Facility Where you Were Jailed or Imprisoned.**

Date

Court name

Court Address

Re: Your name, your date of birth, your driver license/state ID #

 You cause number(s)

To Whom It May Concern:

I write concerning the open tickets I have in your court. I have [#] unpaid tickets in your Court. I would like to resolve this ticket, but I cannot afford to pay it. I have attached a Statement of Inability to Pay and proof of the government benefits myself and my children receive to this letter. [insert any narrative that helps explain your financial or family situation].

 I write to respectfully request that I be granted time served on the ticket. I have spent the following time incarcerated since the ticket was issued:

 [Insert time spent in jail]

Based on the significant time that I have already spent in jail, I request that the Court grant me time served. [If applicable add - I am willing to plead no contest to the charge, contingent on the request being granted]. I have attached proof of my time in custody.

If the Court cannot grant me time served, please send me details on how to request [a payment plan, community service, or waiver 🡨 choose which one applies to you].

Additionally, I respectfully request that this letter serve as a court appearance. I cannot appear in court due to [list reasons, such as transportation issues, not having a driver license, health concerns, etc.]. Please lift any warrants or Failure to Appear/Pay holds with this appearance.

Thank you for your time and consideration. Please let me know if you need anything further from me.

Sincerely,

Your name

Your address

Your phone number

Your email