**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 and (ii) Copies of any statements or letters about government benefits or unemployment. Include money order with letter for first payment amount.**

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 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].

[If applicable add this sentence here: “I am willing to plead no contest to the charge, contingent on the request being granted.” This does not apply to you if you have already been to court about the ticket and entered a plea].

I respectfully request that the court allow me to enter into a payment plan that I can afford. I can pay [insert amount] a month towards these tickets. I have enclosed a money order for that amount for my first month’s payment and proof of my serious intent to resolve this issue.

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 and Failure to Appear/Pay holds with this appearance.

Please let me know if you need anything further from me.

Sincerely,

Your name

Your address

Your phone number

Your email