**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.**

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 that I cannot afford to pay. 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 request that I be allowed to complete community service for what I owe to the Court.

If applicable add the following 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 have been on a payment plan in the past, but have been unable to keep up with it.”

I would like to complete community service in the city I live in. Some places where I can complete the community service are [Insert where you would like to complete community service, such as your church, a school, a non-profit organization, etc.].

I am very motivated to take care of these tickets and be accountable for them. Please allow me to complete community service to pay off what I owe.

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.

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