**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 the Court reduce what I owe to the amount that I can pay today.

*If applicable* add the following sentences 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.”

“The Court has ordered me to do community service in the past, but I was unable to complete it.”

I cannot complete community service because [Explain why you cannot complete community service. This may include information about physical or mental disabilities, pregnancy or childbirth, child or dependent case, work responsibilities and hours, transportation issues, homelessness or housing insecurity, or any other circumstance that would prevent you from completing community service.]

However, today I could pay the amount of [$ amount you could reliably pay that day no matter how small.] I am very motivated to take care of these tickets and be accountable for them. Please allow me to pay what I can to resolve them.

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