

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Judge's Name]
[Court Name]
[Court Address]
[City, State, Zip Code]

Re: [Case Number or Case Name]

Dear Honorable [Judge's Last Name],

I am writing to respectfully submit my plea regarding [briefly state the nature of the case, e.g., "the charges against me in case number XXXXXX"].

[Insert a brief explanation of your circumstances, feelings about the case, and any relevant factors that might influence the court's decision.]

I sincerely regret [any actions that led to the charges or situation]. I am committed to [mention any steps you are taking to rectify the situation or prevent future issues].

I respectfully request the court to [state what you are asking for, such as leniency, a specific sentence, or an alternative resolution].

Thank you for considering my plea. I appreciate your time and attention to this matter.

Sincerely,
[Your Name]