

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position]
[Name of Court]
[Address of Court]
[City, State, Zip Code]

Re: Case Number [Case Number] - Letter of Explanation

Dear [Recipient Name],

I am writing to provide clarification regarding [subject of the explanation, e.g., a missed court appearance, a financial obligation, etc.].

[Briefly explain the situation, providing necessary details. Include dates, events leading up to the situation, and any relevant information that helps explain your circumstances.]

I understand the importance of [the court process/the obligations], and I sincerely apologize for any inconvenience this may have caused.

[Optional: Include any actions you have taken to address the situation or prevent future occurrences.]

Thank you for your understanding. Please feel free to contact me at [your phone number or email address] if you require any further information.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]