

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

[Recipient's Name]  
[Traffic Court/Police Department Name]  
[Address]  
[City, State, Zip Code]

Subject: Explanation of Circumstances Regarding Speeding Ticket [Ticket Number]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally address the speeding ticket I received on [Date of Ticket] with ticket number [Ticket Number]. I would like to provide context regarding the circumstances surrounding this incident.

On the date in question, I was [briefly explain circumstances, e.g., running late for an important appointment, dealing with an emergency, etc.]. I understand the importance of obeying speed limits and take full responsibility for my actions; however, [briefly elaborate on mitigating circumstances, e.g., unusual traffic conditions, necessary driving for safety, etc.].

I have always maintained a clean driving record and value road safety. I kindly ask you to consider my situation, and I would appreciate any leniency or alternative options available, such as attending traffic school.

Thank you for taking the time to consider my explanation. I look forward to your understanding response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]