

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

[Date]
[Traffic Court/Authority Name]
[Address]
[City, State, Zip Code]

Subject: Response to Speeding Ticket Citation No. [Citation Number]

Dear [Traffic Court/Authority Name],

I am writing to formally respond to the speeding ticket I received on
[Date of Citation] for allegedly exceeding the speed limit on [Location].

I respectfully request consideration of my circumstances regarding this
citation. [Briefly explain your situation, e.g., mitigating factors,
request for a hearing, or reasoning for contesting the citation].

I appreciate your attention to this matter and kindly ask for your
understanding. I am looking forward to your response.

Thank you for your time.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]