

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title/Position]
[Traffic Court or Relevant Authority Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to respectfully request leniency regarding the speeding ticket I received on [Date of Ticket], with citation number [Citation Number].

I fully acknowledge and take responsibility for my actions and understand the importance of adhering to speed limits for the safety of all road users. On the day in question, [briefly explain the circumstances surrounding the incident, e.g., driving conditions, personal situation, or any factors that contributed to the speeding].

This incident has made me more aware of my driving habits, and I am committed to ensuring that it does not happen again in the future. [You may include any mitigating circumstances, such as being a first-time offender or taking defensive driving courses.]

I kindly ask for your understanding and consideration in this matter. I am hopeful that you can grant me leniency and potentially reduce any penalties associated with this ticket.

Thank you for your time and consideration. I look forward to your understanding response.

Sincerely,
[Your Name]