

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

[Judge's Name]
[Traffic Court Name]
[Address of the Court]
[City, State, ZIP Code]

Re: Traffic Violation Case No. [Case Number]

Dear Judge [Last Name],

I hope this letter finds you well. I am writing to formally address the speeding ticket (Citation No. [Citation Number]) issued to me on [Date of Violation] in [Location].

I acknowledge that I was cited for driving [speed] in a [speed limit] zone. However, I wish to provide some context regarding the circumstances surrounding this incident. [Briefly explain your situation, any mitigating factors, or requests for leniency].

I sincerely apologize for any inconvenience this may have caused and assure you that I have taken this matter seriously. I am committed to being a more cautious driver moving forward.

Thank you for your consideration of my request. I respectfully ask that you take my circumstances into account.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]