

Template for Your Letter to a Judge Requesting a Payment Plan

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

The Honorable [Judge's Last Name]
Address of the Court
City, State, Zip Code

Re: Request for Payment Plan (Case #XXXXXX)

Dear Judge [Last Name],

I am writing to respectfully request an alternative payment plan for my fines associated with Case #[Your Case Number]. Due to [briefly state reason, e.g., recent unemployment, medical bills], I am currently unable to pay the full amount by the due date.

Given my current financial situation, I propose a payment plan of \$[amount] per month. I am confident that this plan is realistic and that I can meet the monthly demands.

Attached are copies of [list any documents you are including, e.g., budget breakdown, job separation notice, medical bills] supporting my current financial status.

Thank you for considering my request. I appreciate your time and attention to this matter and am willing to discuss this proposal further if required.

Respectfully,

[Your Signature (if sending a hard copy)]
[Your Printed Name]