**LETTER TEMPLATE**

**HARDSHIP LETTER TO JUDGE**

**[Your Name]**

**[Your Address]**

**[Your Phone #]**

**[Case #]**

**[Date]**

Your Honor:

I am writing this letter to request leniency concerning Case # **[Case Number]** due to severe financial hardship. I would like to request that the fine for **[amount]** be **[forgiven/reduced/settled in installments]**.

On **[date]** I was **[brief description of crime]** and fined **[amount of money]**. I do not wish to dispute this charge. I was clearly in the wrong and I know that my behavior was deserving of punishment. I can offer no excuses, but instead state categorically that I am sorry that I broke the law and that it will not happen again. **[If applicable, list steps taken to avoid similar situations]**.

I know that the fine is meant to deter further incidences, but I am afraid that this penalty will be more severe than it would for others. At this time, I am barely able to meet the expenses for **[essential payments]** and with the addition of this fine, I will have to **[sell my care/foreclose on my house/declare bankruptcy/etc.]** I am attaching the necessary paperwork, receipts, and payment stubs to illustrate my situation more clearly.

I sincerely request that you consider my circumstances and allow me to **[request]** in lieu of paying the fine. I am grateful for your consideration and your understanding.

Sincerely,

**[Sender Name]**