

SAMPLE

OFFICIAL LETTERHEAD

<DATE>

<DEFENDANT>

<ADDRESS>

<CITY>, <STATE> <ZIP CODE>

RE: <CASE NUMBER>

NOTICE OF LATE PAYMENT

<DEFENDANT>:

A payment toward your fines and fees was due on <DATE> in the amount of <AMOUNT DUE>. If you made or mailed your payment after the date of this letter, please disregard this notice.

A payment is due immediately.

Please contact the court immediately to make payment arrangements. If you are unable to make your payment, call <COURT/PROGRAM CONTACT> for information on your payment options. You may request a hearing for the judge to consider your ability to pay and any other options available to satisfy your judgment.

Call <PHONE NUMBER> for instructions on how to make a payment, for information on your payment options, or to request a hearing.

Sincerely,

<NAME OF PERSON SENDING LETTER>

<TITLE OF PERSON SENDING LETTER>