

Letter of Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title/Position]

[Court/Agency Name]

[Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally acknowledge my court-ordered obligation to pay restitution as part of my sentencing in case number [Insert Case Number]. I understand that the total amount of restitution mandated by the court is [Insert Total Amount], due by [Insert Due Date].

I am committed to fulfilling this obligation and have outlined a payment plan which includes the following:

- Payment Amount: [Insert Payment Amount]
- Payment Frequency: [Insert Frequency of Payments, e.g., monthly]
- First Payment Due Date: [Insert First Payment Date]

Please rest assured that I am taking this matter seriously and will adhere to this plan to ensure that restitution is made in full and on time.

Thank you for your attention to this matter. Should you require any further information or documentation, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]