

Pending Speeding Penalty Payment Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

We are writing to inform you that there is a pending payment for a speeding penalty associated with your vehicle, [Vehicle Make and Model, License Plate Number]. This violation was recorded on [Date of Violation] at [Location of Violation].

The total amount due is [Amount Due]. Please ensure that payment is made by [Due Date] to avoid any additional fines or penalties.

Payment can be made online at [Payment Website] or by mail to [Payment Address]. If you have any questions regarding this notice or need further assistance, do not hesitate to contact us at [Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]