

Reminder: Unpaid Traffic Ticket Fees

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

Dear [Recipient's Name],

We are writing to remind you that the payment for your traffic ticket issued on [Ticket Date] with ticket number [Ticket Number] remains outstanding. The total amount due is [Amount Due].

According to our records, the payment was due on [Due Date]. We kindly request you to settle this amount at your earliest convenience to avoid any additional penalties or legal actions.

You can make your payment online at [Payment Website] or by mail to the address mentioned above. If you have already made this payment, please disregard this notice.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]