

# Traffic Citation Payment Follow-Up

Dear [Recipient's Name],

We are writing to follow up regarding the unpaid traffic citation issued on [Date of Citation] for the violation of [Violation Description]. As of today, our records indicate that the payment for this citation, with citation number [Citation Number], remains outstanding.

We kindly request that you submit your payment by [Final Payment Date] to avoid additional late fees or penalties. The total amount due is [Total Amount Due]. Payment can be made via [Payment Methods Available].

If you have already submitted your payment, please disregard this notice. Otherwise, we encourage you to address this matter promptly.

Should you have any questions or require further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]  
[Contact Information]