

To Whom It May Concern,

I am writing to formally contest a traffic citation issued to me on [Date] for [Description of Violation, e.g., speeding, running a red light]. My citation number is [Citation Number].

I acknowledge the seriousness of this violation; however, I would like to present extenuating circumstances that contributed to my actions at the time of the incident.

On [specific date], I was faced with [Describe the extenuating circumstances, e.g., a medical emergency, being late for an important event, etc.]. This situation made it necessary for me to act quickly and, unfortunately, resulted in the traffic violation for which I am now cited.

I have attached [any relevant documentation, e.g., doctor's notes, witness statements, etc.] to support my case.

I respectfully request that you consider these circumstances and the accompanying documentation when reviewing my citation. Thank you for your understanding and consideration.

Sincerely,
[Your Name]
[Your Address]
[Your City, State, Zip Code]
[Your Email Address]
[Your Phone Number]