Cover Letter for the Prosecuting Attorney

Date:

Prosecuting Attorney's Office
Address:

Re: State v. _____ cause number(s): _____

To the _____City / County Prosecuting Attorney;

Please be advised that I will be filing a motion to reduce my legal financial obligations. I am requesting the order to be signed without a hearing, and I would appreciate some assistance in getting an agreed order before the court. I have included copies of the motion and proposed order.

Thank you,

Signed:

Print name:
Email:
Mailing Address: