Ms Sofia Kelly
2 Lana Way
Penrith NSW 2750

01 September 20xx

Revenue NSW
PO Box A2571
Sydney South NSW 1235

Dear Sir/Madam,

**Application for write off of overdue fine**
**Reference Number: 202022**

I am applying in relation to an overdue fine for a confirmed order for restitution to be written off.

I am in extreme financial hardship and unable to participate in a Work and Development Order due to my personal circumstances.

I have been diagnosed with acute bipolar depression after years of being in an abusive relationship with my ex-husband. I am receiving psychiatric treatment from Dr Gary Peterson at Nepean Hospital. I attach a copy of a medical report from Dr Peterson and also a letter from my financial counsellor, Kate Louis.

I currently live in a rental property with my mother and my four year old daughter. I contribute $550 towards the rent per fortnight. My mother has dementia and I am her full-time carer. I am unemployed and receive Centrelink benefits. This is my only source of income.

I attach a copy of the following:

* Declaration of your circumstances form outlining my current expenses
* Bank statement
* Centrelink statement
* Letter from Dr Gary Peterson
* Letter from Kate Louis.

After paying rent, food, household bills, medical expenses, and credit card payments, I am left with less than $3 per fortnight. Apart from my personal belongings, I don’t own any other assets of value.

Due to my personal and financial circumstances outlined above, I can’t afford to pay my fine to Revenue NSW at this point in time or in the near future.

Thank you for taking the time to consider my application for a write off. I kindly request that Revenue NSW stop any enforcement action against me while my application is being assessed.

If you require further information, please call me on 9555 5555.

Kind regards,

*S Kelly*

Sofia Kelly