

**CHANGE OF PLEA**

\_\_\_\_\_  
*(Your name)*

\_\_\_\_\_  
*(Your address)*

\_\_\_\_\_  
*(Today's date)*

\_\_\_\_\_  
*(Name of the Prosecutor)*

\_\_\_\_\_  
*(The name of the Magistrates Court)*

\_\_\_\_\_  
*(Court or Prosecuting Authority Address)*

Dear Officer \_\_\_\_\_  
*(Surname of Officer or Prosecutor)*

I have been charged with \_\_\_\_\_  
*(Charge/Charges)*

My case is listed for trial at \_\_\_\_\_ Magistrates Court on \_\_\_\_\_  
*(Name of Court)* *(Date)*

I have decided to plead guilty to \_\_\_\_\_  
*(Charge/Charges)*

You do not need to call any witnesses at my trial.

Yours faithfully,

\_\_\_\_\_  
*(Your Signature)*

\_\_\_\_\_  
*(Your Name)*