

## Sample Payment Request Email to OATH

**MAIL EMAIL TO:** [penaltyprocessing@oath.nyc.gov](mailto:penaltyprocessing@oath.nyc.gov)

**SUBJECT:** Payment Request for (name of respondent) summons  
(xxxxxxxxxx)

**BODY:**

Dear Sylvia Edwards,

I am the citizen that filed an idling complaint against (**Name of Respondent**) summons number (**xxxxxxxxxx**).

I have attached the citizens complaint documents from DEP and the payment information as attachments. Please let me know if you need any other information.

Please make check out to: (**Your Name**)

and mail it to me at: (**Your Address**) (**should use a P.O box or work address**)

Thank you.

**\*\*\*Attach a PDF of the [DEP SUMMONS CONFIRMATION EMAIL](#) and a PDF of the [OATH PAYMENT CONFIRMATION](#) information. Click links for samples\*\*\***