

Fine Forgiveness Confirmation

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to inform you that your application for the forgiveness of the fine issued to you has been approved. The details of the fine are as follows:

- Fine Reference Number: [Insert Reference Number]
- Date of Issuance: [Insert Date of Issuance]
- Amount of Fine: [Insert Amount]

As per our review, we have decided to waive the fine due to [insert reason for forgiveness].

We appreciate your understanding and cooperation in this matter. If you have any questions, please feel free to contact us at [Insert Contact Information].

Thank you for your attention.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]