

Penalty Dismissal Notification

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you that the penalty imposed on [insert date of penalty] for [brief description of the violation] has been reviewed and subsequently dismissed.

This decision was made based on [provide reason for dismissal, e.g., extenuating circumstances, lack of evidence, etc.]. As a result, you are no longer required to pay any fines associated with this penalty.

We appreciate your cooperation and understanding regarding this matter. Should you have any further questions, please do not hesitate to contact us at [insert contact information].

Thank you for your attention to this notification.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Organization's Address]

[City, State, Zip Code]