

Challenge to Citation

Your Name

Your Address

City, State, Zip Code

Email Address

Date

Citation Department

Agency Name

Agency Address

City, State, Zip Code

Subject: Challenge to Citation No. [Citation Number]

Dear [Agency/Official Name],

I am writing to formally challenge the citation issued to me on [Date of Citation] for [Description of Violation]. I believe that this citation is unjustified due to the following reasons:

- [Reason 1: Explain your reason in detail]
- [Reason 2: Explain your reason in detail]
- [Reason 3: Explain your reason in detail]

In light of this information, I respectfully request that the citation be dismissed. I am willing to provide additional documentation to support my case.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Number]