

Letter of Objection to Penalty

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization/Agency Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally object to the penalty imposed on me regarding [briefly describe the situation]. The reference number for this case is [reference number].

Upon reviewing the circumstances surrounding the penalty, I believe that [provide reasons for your objection, including any relevant evidence or information].

I respectfully request that you reconsider the decision and [state what changes you would like, e.g., reduce the penalty, dismiss it, etc.].

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

Sincerely,

[Your Name]