

# Letter of Appeal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Name of the Recipient]

[Title/Department]

[City/County Office Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally appeal the citation I received regarding a violation of the building code at my property located at [Property Address]. The citation was issued on [Date of Citation] under the reference number [Citation Number].

After reviewing the details provided in the citation, I believe that there are grounds for appeal based on the following reasons:

- [Reason 1]
- [Reason 2]
- [Reason 3]

In light of these considerations, I respectfully request a reconsideration of the citation and such opportunity to rectify the outlined violations within a reasonable timeframe. I am committed to addressing all concerns and ensuring compliance with the building code.

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

Sincerely,

[Your Name]