

Dispute of Municipal Ordinance Violation

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Municipal Authority Name]

[Municipal Office Address]

[City, State, ZIP Code]

Subject: Dispute of Ordinance Violation Notice #[Notice Number]

Dear [Municipal Authority or Officer's Name],

I am writing to formally dispute the violation notice (No. [Notice Number]) issued on [Date of Notice] regarding [Description of Violation]. I respectfully request that you consider my dispute based on the following points:

1. [Point of Dispute 1]
2. [Point of Dispute 2]
3. [Point of Dispute 3]

Enclosed, please find [any supporting documents or evidence, e.g., photographs, witness statements, etc.]. I believe this evidence supports my case and demonstrates that the violation either did not occur or was given in error.

I kindly request a review of this matter and an opportunity to discuss it further. Please let me know if a hearing is possible, or if additional information is needed on my part.

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

Sincerely,

[Your Name]