

Request for Hearing

Date: [Insert Date]

To: [Municipal Authority Name]

[Municipality Address]

[City, State, Zip Code]

Subject: Request for Hearing - Ordinance Violation Case #[Insert Case Number]

Dear [Municipal Authority Name],

I am writing to formally request a hearing regarding the violation notice issued to me on [Insert Notice Date], concerning the alleged violation of [Insert Ordinance Number/Description]. The details of the violation are as follows:

- Nature of Violation: [Insert Details]
- Date of Incident: [Insert Date]
- Location: [Insert Location]

I believe that a hearing is necessary to present my case and any evidence or witnesses that support my position regarding this matter. I request the hearing be scheduled at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]