

# Mitigation Request for Municipal Ordinance Violation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Municipality Name]

[Department Name]

[Department Address]

[City, State, Zip Code]

## **Subject: Request for Mitigation of Ordinance Violation**

Dear [Department Head's Name],

I am writing to formally request a mitigation of the violation notice I received dated [date of violation notice] regarding [specific violation]. The citation number is [citation number].

As a resident of [Municipality Name] for [number of years/months], I strive to comply with all local ordinances. However, [briefly explain circumstances that led to the violation and any mitigating factors].

In light of these circumstances, I respectfully request your consideration in mitigating the penalties associated with this violation. I am committed to rectifying the situation and have already taken steps to ensure compliance, including [list actions taken or planned].

Thank you for taking the time to review my request. I appreciate your consideration and understanding. Please feel free to contact me at [your phone number] or [your email address] should you need any additional information.

Sincerely,

[Your Name]