

Notice of Appeal

Date: [Insert Date]

To: [Municipal Authority Name]

Address: [Municipal Authority Address]

Re: Appeal for Municipal Ordinance Violation - Case No. [Insert Case Number]

Dear [Municipal Authority Name or Appeals Committee],

I am writing to formally appeal the notice of violation issued against me on [Insert Date of Violation Notice] regarding the alleged violation of [Specify Ordinance].

I respectfully contest the validity of this violation based on the following grounds:

- [List reason 1]
- [List reason 2]
- [List reason 3]

Attached are any relevant documents that support my case, including [list attached documents].

I kindly request a hearing to present my case in front of the appropriate committee and hope for a fair review of this matter.

Thank you for your attention to this appeal. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need further information.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]