

Request for Reconsideration of Municipal Ordinance Violation

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Municipal Office Name
Address of Municipal Office
City, State, Zip Code

Dear [Municipal Office/Officer's Name],

I am writing to formally request reconsideration regarding the notice of violation I received on [Date of Violation]. The violation pertains to [briefly describe the ordinance violated], referenced under case number [Case Number].

Upon receiving the notice, I have thoroughly reviewed the circumstances surrounding the incident and would like to present my case for reconsideration. [Provide a brief explanation of your reasoning, including any evidence or supporting details that may help in your case.]

In light of this information, I kindly ask that you reconsider the violation and any associated penalties. I am more than willing to discuss this matter further and provide any additional documentation needed.

Thank you for your time and consideration. I look forward to your response.

Sincerely,
[Your Name]