

# Response to Municipal Ordinance Violation Citation

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

To: [Name of the Municipal Authority]  
[Address of the Municipal Authority]  
[City, State, Zip Code]

**Subject: Response to Citation No. [Citation Number]**

Dear [Name or Title of Contact Person],

I am writing in response to the municipal ordinance violation citation numbered [Citation Number] issued on [Date of Citation]. I would like to address the concerns raised in the citation and provide clarification regarding the circumstances.

[Briefly explain your standpoint, referencing any relevant facts, evidence, or extenuating circumstances. Ensure to address each point outlined in the citation.]

In light of the information provided, I kindly request that you reconsider the citation, as I believe there are valid reasons that warrant its dismissal. I am committed to complying with all municipal ordinances and ensuring that such a situation does not occur in the future.

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

Sincerely,

[Your Name]  
[Signature (if sending a hard copy)]