

# Letter of Appeal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Transportation Authority Name]

[Authority Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally appeal against the penalty issued to me regarding the violation of transportation laws, specifically ticket number [Insert Ticket Number], dated [Insert Date of Violation].

On the date of the incident, I [briefly explain circumstances, provide any evidence or mitigating factors]. I believe that this penalty may have been issued in error or that there are extenuating circumstances that should be taken into consideration.

I respectfully request a review of my case and consideration of my appeal. I am willing to provide any additional information or evidence necessary to support my claim.

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

Sincerely,

[Your Name]