Parking Citation Resolution Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

To Whom It May Concern,

I am writing to formally request a resolution regarding parking citation number [Citation Number], issued on [Date of Citation] for the vehicle with license plate number [License Plate Number].

Explanation of the circumstances: [Provide a detailed explanation of why you believe the citation should be dismissed or reduced. Include any evidence, such as photos or witness statements, that support your case.]

Based on the information presented, I kindly ask that you consider my request for a waiver or reduction of the citation. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your time.

Sincerely,

[Your Name]