

Parking Fine Payment Arrangement

Date: [Insert Date]

To: [Parking Authority or Relevant Department]

Address: [Insert Address]

Subject: Request for Payment Arrangement of Parking Fine

Dear [Parking Authority's Name or "Sir/Madam"],

I am writing to address the parking fine I received on [Insert Date of Fine], with the reference number [Insert Reference Number]. Due to [briefly explain reason, e.g., financial hardship, unexpected situation], I am unable to pay the full amount of the fine at this time.

To resolve this matter, I kindly request a payment arrangement to allow me to pay the fine in installments. I propose to pay [amount] per month starting from [start date], until the total fine amount is settled.

I appreciate your understanding and cooperation in this matter. Please let me know if this arrangement is acceptable or if we can discuss alternative options.

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

Sincerely,

[Your Full Name]

[Your Address]

[Your Phone Number]

[Your Email Address]