

Parking Violation Reconsideration Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

City Parking Authority

[Parking Authority Address]

[City, State, Zip Code]

Subject: Request for Reconsideration of Parking Violation - Ticket No. [Insert Ticket Number]

Dear [Parking Authority Official's Name or "To Whom It May Concern"],

I am writing to formally request a reconsideration of parking violation ticket number [Insert Ticket Number] issued on [Insert Date of Violation] at [Insert Location]. I believe that this ticket was issued in error due to [briefly explain your reasons, e.g., unclear signage, emergency situation, etc.].

As evidence, I have attached [mention any documents or photos you are including, e.g., photos of the signage, an explanation of circumstances, etc.]. I kindly ask you to review my case and consider the circumstances surrounding this violation.

Thank you for your time and consideration. I look forward to your prompt response regarding this matter.

Sincerely,

[Your Name]