

Defense Letter for Citation Appeal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Citation Appeal Board's Name]

[Board's Address]

[City, State, Zip Code]

Dear [Citation Appeal Board's Name],

I am writing to formally appeal the citation issued to me on [Insert Date of Citation] for [Brief Description of the Infraction]. I respectfully contest this citation for the following reasons:

- [Reason 1: Provide explanation]
- [Reason 2: Provide explanation]
- [Additional Information: Provide any relevant evidence or personal circumstances]

I hope you will consider my appeal and the details provided within this letter. I appreciate your attention to this matter and look forward to your response.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]