

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]

[Date]

[Parking Authority/Citation Processing Center Name]
[Address]
[City, State, Zip Code]

Re: Appeal of Parking Citation #[Citation Number]

To Whom It May Concern,

I am writing to formally appeal the parking citation issued to my vehicle ([Vehicle Make/Model]) with License Plate [Plate Number] on [Date of Citation]. The citation was issued for an expired vehicle registration.

I am requesting a dismissal or reduction of this fine based on the following: [Choose one option below]

Option 1: Registration was already renewed

At the time the citation was issued, my registration had already been renewed. I have attached a copy of my current registration showing the effective date of [Date].

Option 2: Registration has since been corrected

I acknowledge that my registration was expired at the time of the citation. However, I have since renewed the registration. I have attached proof of the updated registration and request leniency as I am now in full compliance with local laws.

Option 3: Extraordinary circumstances

My registration renewal was delayed due to [Briefly state reason, e.g., medical emergency, lost mail, or DMV processing delay]. I have since resolved this issue and attached supporting documentation.

Thank you for your time and for considering my appeal. I look forward to your response.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosures:

- Copy of Parking Citation
- Copy of Updated/Current Vehicle Registration
- [Other Supporting Documents]