

John Doe
1234 Elm Street
Chicago, IL, 60601

2023-05-02

Department of Finance
P.O. Box 11078
Chicago, IL, 60611-0078

Re: Parking Ticket Appeal
Ticket Number: AB123456
Date of Violation: 2023-04-30

Dear Hearing Officer,

I am writing to formally contest the parking ticket I received on Date of Violation for Expired Meter. I believe the ticket was issued in error and request it be dismissed.

On the date in question, I parked my vehicle at 100 W Adams St at approximately 14:30. The reason I believe the ticket was issued in error is as follows: I was parked at the location and time specified on the ticket, but the meter had not expired when I received the ticket. I had paid for two hours of parking, and I returned to my vehicle before the two hours had elapsed. I believe the ticket was issued in error as there was still time remaining on the meter.

I have attached supporting evidence to this appeal, including I have a receipt from the parking meter as evidence, which shows the time I paid for parking and the expiration time. Additionally, I have a timestamped photograph of the meter displaying the remaining time when I returned to my vehicle.

I kindly request that you consider the information provided in this appeal and dismiss the parking ticket. Thank you for your attention to this matter.

Thank you.