

General Parking Ticket Dispute Letter Steps, Tips, and Samples

Steps

Preparation

- ☐ Take photographs of the scene
- ☐ Locate the address of the court clerk's office or other agency who issued the ticket
- ☐ Review the law

Write the Letter

- ☐ State the facts of your case
- ☐ Explain why you received the ticket in error
- ☐ Make a request (repeal the ticket, waive the fine, extend the due date until after appeal, etc.)
- ☐ Attach evidence through scene photographs, signed witness statements, a receipt for vehicle repairs, etc.

Letter Submission

- ☐ Send the letter via certified mail
- ☐ Call the clerk to confirm if you haven't heard back within a week
- ☐ Attend a hearing if necessary

Tips

1. Be polite and respectful to increase your credibility.
2. State your case clearly and provide all relevant details.
3. Present evidence to strengthen your claim.
4. Reference relevant laws or regulations to make your case more compelling.
5. Be concise to avoid confusion.
6. Follow up if you do not hear back within two weeks, at the latest.

See Sample Dispute Letter Attached Below

General Format

[Your Name]
[Your Address]
[City, State ZIP Code]
[Date]

[Issuing Authority]
[Address]
[City, State ZIP Code]

Dear Sir/Madam,

I am writing to contest the parking ticket I received on *[date]* at *[location]*. The ticket number is *[ticket number]*, and the violation cited is *[violation code]*.

I believe that the ticket was issued unfairly, and I would like to explain the circumstances that led to the violation. *[Insert an explanation of your side of the story, providing as much detail as possible, such as why you parked in the spot, what signs were present, whether there was confusion or ambiguity, etc.]*

I have attached photographs of the area where I parked, which show that there was no clear indication that I was in violation of any parking rules. *[If applicable, provide any other supporting documentation or evidence, such as witness statements or receipts.]*

Based on the above information, I respectfully request that the ticket be dismissed. I believe that the ticket was issued without proper cause and that I am not responsible for the violation. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]

Simple Dispute Example

[Your Name]
[Your Address]
[City, State ZIP Code]
[Date]

[Issuing Authority]
[Address]
[City, State ZIP Code]

Dear Sir/Madam,

I am writing to contest the parking ticket I received on *[date]* for the alleged violation of *[violation code]*. I believe that the ticket was issued in error, and I respectfully request that it be dismissed.

On the day in question, I was driving my *[Vehicle Make and Model]* to *[insert location]*. I parked my vehicle in the location specified on the ticket, and I did not violate any parking regulations. *[Insert an explanation of your version of the events that led to the issuance of the ticket.]* Therefore, I believe that the ticket was issued unjustly.

Enclosed please find a copy of the ticket and any relevant documentation that supports my claim. I would appreciate your prompt attention to this matter.

Thank you for your consideration.

Sincerely,
[Your Name]

Parking Meter Malfunction Dispute Example

[Your Name]
[Your Address]
[City, State ZIP Code]
[Date]

[Issuing Authority]
[Address]
[City, State ZIP Code]

Dear Sir/Madam,

I am writing to contest the parking ticket I received on *[date]* for the alleged violation of *[violation code]*. I believe that the ticket was issued in error due to a malfunctioning parking meter, and I respectfully request that it be dismissed.

On the day in question, I was driving my *[Vehicle Make and Model]* to *[insert location]*. When I parked my vehicle at the location specified on the ticket, I paid the required fee at the parking meter using my credit card. However, the meter did not register my payment, and the ticket was issued as a result. *[Insert any additional information or evidence to support your claim.]*

I have enclosed a copy of the ticket, a receipt for my credit card payment, and any other relevant documentation that supports my claim. I would appreciate your prompt attention to this matter.

Thank you for your consideration.

Sincerely,
[Your Name]

Medical Emergency Dispute Example

[Your Name]
[Your Address]
[City, State ZIP Code]
[Date]

[Issuing Authority]
[Address]
[City, State ZIP Code]

Dear Sir/Madam,

I am writing to contest the parking ticket I received on *[date]* for the alleged violation of *[violation code]*. I believe that the ticket was issued in error due to a medical emergency, and I respectfully request that it be dismissed.

On the day in question, I was driving my *[Vehicle Make and Model]* to the hospital due to a medical emergency. I parked my vehicle in the location specified on the ticket in order to seek medical attention. *[Insert any additional information or evidence to support your claim.]*

I have enclosed a copy of the ticket, any medical documentation related to the emergency, and any other relevant documentation that supports my claim. I would appreciate your prompt attention to this matter.

Thank you for your consideration.

Sincerely,
[Your Name]