

# Parking Ticket Appeal Letter

Name of Person Appealing  
Address of Person appealing  
City, State, Zip Code

Today's Date

RE: Appealing Parking Ticket [write ticket number]

To whom it may concern,

I was issued a parking ticket on [date], at [time] which states my car was parked or near [location] in a [insert reason for violation- such as street cleaning zone, expired, plate, etc.] by the [police officer name].

When I returned to my vehicle at [time] and an officer had written me the ticket already. I should not have received the ticket because [insert one of the following acceptable defenses

1. I was not the owner of the cited vehicle at the time of the citation.
2. My vehicle/ vehicle registration plate was stolen.
3. The sign of prohibiting parking was blurred/missing.
4. The parking meter was not working properly.
5. The violation mentioned in the citation, does not support that the regulation was violated.
6. The condition mentioned was not existent/ relevant at the time of the citation.
7. I corrected the violation prior to the adjudication. ] on that day.

Due to this reason, please dismiss my parking citation. I would be happy to answer any questions, or attend a hearing if needed. I can be reached at [phone number] or via email at [your email address].

[Note: attach a photo of the scene/ signed witness statements/ any relevant evidence with the 10 digit ticket number on each document]

Regards,

Your signature  
Printed full Name