

Template for Constructing an Argument

Guidelines

When constructing an argument for an appeal, you should always craft the argument in a way so that you can use different types of rhetorical strategies to effectively appeal to the audience. Below are some guidelines to help construct an effective argument.

Give Details:

Always provide details regarding the incident. Usually, you can put down the ticket number, date of the incident, and the license plate of your car. Making it easier for the person looking at the appeal will give a good first impression, increasing the chances of a successful appeal.

Acknowledgement and Honesty:

Admitting a mistake and being honest about it as well as apologizing is a good way to build ethical appeal. Acknowledging wrongdoings politely is the best way to go about things, and being pushy towards the reviewer of the appeal might offend them in a way. If the fault may happen due to the officer issuing the ticket, make sure to stay polite when explaining your point of view to attempt to appeal on their good side.

Explain and Ask for Forgiveness:

When you reason with the person viewing the appeal, try to give as many details as possible including proof such as photos and even the ticket itself. This shows credibility, bringing hard evidence to the table when explaining yourself. However, do keep in mind to keep the points concise and relevant. If there were certain circumstances that caused you to do what you did, explain clearly with honesty. If you leave out details, your points may look like lies or be irrelevant.

The step of asking for forgiveness will help the person reading the appeal to empathize with you on the matter. Requesting for forgiveness is a way of emotional appeal where this step will potentially soften their hearts and make them more willing to waive the fine off.

Closing:

Sign the appeal sincerely, also thanking the reader for spending time and attention reading your appeal. In addition, provide some sort of contact information, such as an email or phone number (professional). This way, it shows politeness and tact, appealing toward the ethical side of things, showing your character again one last time.

Hopefully, these guidelines will help you construct an effective argument. Below is an example appeal that displays and utilizes all steps and guidelines above.

Example

Dear Sir/Madam,

Ticket Number: A12345678

Date of Issue: 5/1/2021

License Plate: A1B2C3

On 5/1/2021, my vehicle A1B2C3 was issued with a Speeding fine. The ticket states that I was fined for the reasons listed below:

Drove 15+ miles over the speed limit

I am writing to humbly apologize for my actions, and to make an appeal to waive the fine. I acknowledge that I broke the regulations and laws due to my actions, and knowing this, I request this appeal knowing that it was an honest misunderstanding and mistake for the reasons below:

Was running late to an event and sped as a result

Attach Ticket Information Here

I know that the speed limit rules are important, being that it ensures the safety of all drivers on the road. Moving forward, I will put full effort to abide by these rules in the future. Again, I plead for you to reconsider the notice taking the above factors into consideration.

Thank you for your time and consideration.

Yours Sincerely,

Name: John Doe

Contact Number: 123-456-7890

E-mail: johndoe@example.com