

Sample Letter to Appeal a Parking Ticket If You Did Not Own the Vehicle at That Time

[Your address and full contact details]

[Issuing authority address]

To whom it may concern,

[Reference:

Penalty Charge Notice number: xxxxx

Date of issue: xxxxx

Vehicle registration: xxxxx]

I am writing to formally challenge the above Penalty Charge Notice.

My challenge is on the basis that at the time the above notice was issued, I was not the owner of the vehicle concerned.

[State whether the contravention occurred either by a previous or new owner and dates when your ownership began or ceased] Please find enclosed evidence to this effect, in the form of [if evidence is available, state the details and why it backs up your case].

The contact details of the vehicle owner at the time the notice was issued are as follows:

[New/previous owner name and address]

For this reason I look forward to receiving notification that my liability for the Penalty Charge Notice has been cancelled within 28 days.

Please do not hesitate in contacting me using the above contact details should you require any additional information.

Regards,

[Your name and signature]