

# Example Letter to Appeal a Parking Ticket Using an Apology

[Your address and full contact details]

[Issuing authority address]

To whom it may concern,

First, I want to thank you for taking the time to hear my case. I imagine you have hundreds of such cases to go through every day, so I will make my statement as short as possible.

I fully admit guilt regarding my 6 pm–12 am restricted parking zone infraction (11.72.3510A), as described in citation #12345. Though I have been to this house before, I've always parked on the opposite side of the street, which doesn't have parking restrictions after 6 pm. This was the first time I had parked on the restricted side.

With the help of parking enforcement, I realize I have to park on the other side of the street when I visit again, but I kindly ask that you might reduce or forgive my penalty this one time. I have always gone to the greatest length to ensure I am properly abiding by the law, and I think this effort shows, given my driving record to-date.

Thank you again for your time in hearing my case.

Regards,

[Your name and signature]