***Important note:***

*Please note that this letter should be personalised depending on your situation, namely the fields highlighted in yellow. Don’t forget to delete our comments in* ***grey*** *and this note.*

Mr/Ms

Your name

Your address

Mr/Ms

Your name

Your address

**Registered letter**

Law enforcement authority

Address

Place, date

**Your reference: *(enter the reference specified in the ruling)***

**Appal against the summary penalty order**

Dear Sir/Madam

I am writing in regard to the summary penalty order of DD Month YYYY *(date of the summary penalty order)*, which I received on DD Month YYYY *(date of receipt)*.

I dispute the matter of which I am accused and hereby submit my timely appeal. I respectfully request that you grant me an appointment so that I can explain my objection verbally.

Thank you in advance for your response. Yours faithfully

Name and signature