

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Title/Position]
[Bylaw Enforcement Office/Agency Name]
[Office Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Appeal of Bylaw Enforcement Notice [Reference Number]

I am writing to formally appeal the bylaw enforcement notice issued to me on [date of notice] regarding [brief description of the issue].

[Explain the reason for your appeal, referencing specific facts, circumstances, and any evidence that supports your case. Be clear and concise.]

I kindly request a review of my case and the reconsideration of the enforcement notice. [Optionally, suggest a resolution or what you would like to see happen.]

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]
[Enclosures: (if any)]