

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

[Police Department Name]
[Police Department Address]
[City, State, ZIP Code]

Subject: Appeal Regarding [Specify the Matter - e.g., Citation, Incident Report, etc.]

Dear [Police Chief/Officer's Name],

I am writing to formally appeal [describe the reason for the appeal, such as a ticket, arrest, or incident report] dated [insert date]. My reference number for this matter is [insert reference number].

[Provide a brief explanation of the circumstances related to the appeal, including any relevant details that support your case.]

I respectfully request a review of this matter and consideration of my appeal. I believe [explain why you believe a mistake was made or why the decision should be reconsidered].

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]