

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

National Transport and Safety Authority

[NTSA Address]
[City, State, Zip Code]

Subject: Notice of Traffic Violation - [Violation Reference Number]

Dear Sir/Madam,

I am writing to formally address a traffic violation notice I received on [date of notice] regarding an incident that occurred on [date of violation] involving my vehicle with registration number [vehicle registration number].

According to the notice, I am being cited for [describe violation, e.g., speeding, running a red light, etc.], and the violation was recorded at [location].

I would like to request further information regarding the specifics of the violation, including any available evidence or documentation supporting this claim.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]