

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

[Recipient Name]
[Department of Safety and Homeland Security]
[Office Address]
[City, State, Zip Code]

Subject: Appeal of Driving Record Points

Dear [Recipient Name],

I am writing to formally appeal the points assigned to my driving record under [Your Driver's License Number] due to [specific incidents/violations, if any].

I acknowledge that I have had [number of points] points assigned to my record; however, I respectfully request a review of my situation for the following reasons:

1. **[Reason 1 - e.g., Circumstances of the Violation]**

Description of the incident and any mitigating factors.

2. **[Reason 2 - e.g., Clean Driving Record]**

Mention of your previous driving record and any completed driving courses, if applicable.

3. **[Reason 3 - e.g., Impact of Points]**

Explanation of how the points impact your driving privileges or personal circumstances.

I am committed to safe driving and have taken [any corrective measures you've taken, like defensive driving classes]. I kindly ask for your consideration in reducing or dismissing the points from my driving record.

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)]