Name: _____
Address: _____
Date: _____
Phone: _____ Email: _____

Issuing Authority Name: _____
Issuing Authority Address: _____

Appeal against Parking/Penalty Charge Notice (PCN) Ref. No. _____

Issued on Date: _____
Dear _____ [Appropriate Authority/Company],
I am writing to appeal the Penalty Charge Notice (PCN) mentioned above.
I disagree with the reason for the fine and want to explain why it should be cancelled.
I believe the incident mentioned in the notice never happened. It was a mistake because
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Hence I disagree with the fine, please tell me where I can argue my case.
I've sent you some evidence which shows I'm innocent.
Submitted Evidence: _____
_____
_____

I kindly ask your team to considerate the proof/s and cancel the fine within immediate effect and forward me a confirmation of cancellation.
If you need more details, please let me know. I hope you can sort this out soon.

Thanks for reading my letter.

Yours faithfully,
_____ (Name)