

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

[Date]

[Parking Authority/Department Name]
[Address]
[City, State, Zip Code]

RE: Notice of Appeal for Citation #[Citation Number]

To the Hearing Officer,

I am writing to formally appeal the parking citation issued on [Date] for an "Oversized Vehicle" violation involving my vehicle, a [Year, Make, and Model], with license plate [License Plate Number].

I am requesting a hearing to contest this violation based on the following grounds:

- **Vehicle Dimensions:** According to the manufacturer specifications, my vehicle does not exceed the dimensions defined as "oversized" under local ordinance [Ordinance Number, if known].
- **Emergency/Temporary Necessity:** The vehicle was parked briefly for the purpose of [Loading/Unloading/Emergency Repair], which is permitted under specific local exceptions.
- **Lack of Signage:** There were no visible signs posted on [Street Name] indicating restrictions for vehicles of this size at the time the citation was issued.
- **Inaccurate Measurement:** I believe the measurement taken by the issuing officer was incorrect. I have attached photographs showing the actual dimensions of the vehicle in relation to the parking space.

I have attached the following supporting documents for your review: [List documents, e.g., photos, vehicle registration, manufacturer spec sheet].

Please notify me of the date, time, and location of the scheduled hearing. I prefer to be contacted via [Email/Phone/Mail].

Thank you for your time and consideration of this appeal.

Sincerely,

[Your Signature]

[Your Printed Name]