

# Notice of Proposed Penalty

Date:

To:

Address:

Subject: Notice of Proposed Penalty

Dear ,

This notice is to inform you that, following a review of the circumstances outlined below, a proposed penalty is being considered:

- Infraction/Violation:
- Date of Occurrence:
- Location:
- Proposed Penalty Amount: \$

You have the right to contest this proposed penalty or provide additional information regarding this matter. Please respond within  days of receiving this notice.

Should you have any questions, you may contact us at .

Sincerely,