[Address Line 1]

[Date]

**Appeal**

Dear [ADDRESSEE],

We are writing to formally appeal the fine imposed on [LEGAL NAME OF YOUR PARTY] (“**we**” or “**our**”) under [NAME/NUMBER OF REGULATION], as detailed in your notice dated [DATE] (the “**Notice**”).

While we respect the authority of [REGULATORY BODY], we believe the fine was issued in error or is disproportionate based on the following grounds:

1. **Factual Discrepancies**:

[*Explain inaccuracies in the regulatory body’s findings, e.g., “The alleged non-compliance did not occur,” or “The facts outlined in your Notice do not accurately reflect our operations.”*]

1. **Mitigating Circumstances**:

[*Describe any relevant factors, e.g., “The issue was promptly corrected upon discovery,” or “External factors beyond our control contributed to the situation.”*]

1. **Proportionality of the Fine**:

[*If applicable, argue that the fine is excessive relative to the circumstances, e.g., “The penalty does not align with the minimal impact of the alleged non-compliance.”*]

1. **Compliance Efforts**:

[*Demonstrate good faith efforts to comply, e.g., “We have consistently adhered to applicable regulations and implemented internal processes to ensure compliance.”*]

We respectfully request that the fine be [reduced/waived] and that the regulatory body reconsider the matter in light of this information. Attached to this letter are supporting documents, including:

* [*LIST OF DOCUMENTATION, e.g., operational records, evidence of compliance, or correspondence*].

Please confirm receipt of this appeal and advise us of the next steps in the review process. If further clarification or additional information is required, we are happy to provide it.

Please direct any questions or correspondence to [NAME], [TITLE], at [EMAIL ADDRESS/PHONE NUMBER].

Thank you for your attention to this matter. We trust you will give this appeal fair and thorough consideration.

Yours faithfully,

……………………………………………………….

**Name:** [NAME]

**Title:** [TITLE]