

[Name of the sender]

[Designation of the respective person]

To,

[Name of addressee]

Subject: letter of warning for over speed

Respected sir/madam,

This letter is to warn you of the over-speeding incident that you recently had. I [mention your name] from [mention the name of the organization] have received a complaint against the action you took, and I am writing this letter to warn you about your over speed.

As over-speeding doesn't allow on the highways, the government has mentioned the maximum speed limit at each stop.

Being a citizen of this nation, you should follow the rules and regulations made by the government as it is for our benefit only.

I want to inform you that this should be your last traffic complaint so take this seriously. Further, if we get any complaints against you, we will have to take legal action, so keep this in mind.

So take this letter as your last warning letter for breaking the rules and over-speeding. [Give a reason for your over-speeding according to you, this is just an example given].

Would like to inform you that do collect all your documents from us, and we hope you will not repeat such actions and follow the rules in the future. As you know, that government makes rules for our safety only, so we all should

For any further queries, you can contact me anytime here [mention phone number] and directly send an email at [mention email address].

Sincerely,

[Name of the sender]