

**DON'T ASK FOR EDITING PERMISSION ON THIS TEMPLATE, JUST  
COPY AND PASTE IT INTO A NEW DOCUMENT!**

~~~~~

Name  
Address  
City / State / Zip  
Phone  
Email

**[Date]**

Dear Sir or Madam:

I am writing you today to contest **[Ticket #]** issued on **[Date]** because the **[Quote one of the defenses below]**.

The Violation Notice indicates that I was at fault for **[Offense]**, however my car was not **[Whatever the ticket claims]**. I apologize for the quality of the following photos, but I believe that they provide the needed evidence to support my contesting of this ticket.

**[A new paragraph where you describe what the included photos show. Make sure to label each photo, and highlight important areas within the photos (i.e. applicable signage, your vehicle, the curb, etc.)]**

Thank you very much for your time and I appreciate your consideration on this matter.

Sincerely,

**[Name]**

----- Delete this section before printing! -----

**PLEASE NOTE! The following defenses are the ONLY way you are permitted by code to defend yourself from a ticket. No joke, the ONLY way, so make sure to use one of them verbatim.**

**Ticket Defenses:**

1. The respondent was not the owner or lessee of the cited vehicle at the time of the violation;
2. The cited vehicle or its state registration plates (license plates) were stolen at the time of the violation;
3. The relevant signs prohibiting or restricting parking were missing or obscured;

4. The relevant parking meter was inoperable or malfunctioned through no fault of the respondent;
5. The facts alleged in the parking or compliance violation notice are inconsistent or do not support a finding that the specified regulation was violated (e.g., motorists may contest a city sticker violation if they have resided in Chicago for less than 30 days or the cited vehicle was purchased in the last 30 days; tinted windows comply with the medical use requirement of 625 ILCS 5/12-503(g); the residential parking permit was issued to a delivery, service, or repair vehicle or home health care provider doing business with or assisting a resident of the zone; etc.);
6. The illegal vehicle condition did not exist at the time of the compliance violation;
7. The illegal vehicle condition was corrected prior to the hearing (Note: this defense does not apply to city sticker violations (§ 9-64-125), muffler or exhaust violations (§ 9-76-140(a)), missing plate violations (§ 9-76-160(a)), expired registration violations (§ 9-76-160(f)), and tinted window violations (§ 9-76-220)).