***Important note:***

*Please note that this letter should be personalised depending on your situation, namely the fields highlighted in yellow. Don’t forget to delete our comments in* ***grey*** *and this note.*

Mr/Ms

Your name

Your address

**Registered letter**

Driver and vehicle licensing office

Dept. of administrative measures

Address

Place, date

**Your reference: Enter the reference number specified in the letter from the driver and vehicle licensing office**

**Statement on the right to be heard**

Dear Sir/Madam

I’m writing in regard to your letter dated DD Month YYYY *(date of the letter)* and I hereby submit the following statement within the defined submission period:

I deeply regret my violation of the Road Traffic Act. In consideration of the following circumstances, I respectfully request leniency in this matter.

*(Select one of the following sentences that best fits with your situation)*

I did not cause an accident, so no one was injured.

I have not violated the Road Traffic Act in any way for five years.

Based on the enclosed statement from my employer, I can demonstrate that I require a driving license for professional reasons.

In conclusion, I would like to emphasise that I will of course conscientiously follow the road traffic laws in the future.

In light of this, I request a favourable assessment of the matter and kindly ask that you choose a penalty corresponding to the legal minimum.

Yours faithfully

Name and signature