

Informal - Notice of Acceptance

Notice of Acceptance – Informal Representation

Thank you for your informal representation regarding the above-detailed Penalty Charge Notice (PCN).

We are pleased to inform you that following a review of the issue of the PCN, together with the circumstances and points raised, the representation has been accepted and we have cancelled the PCN. We reserve the right to re-issue the PCN to you if we establish reason to do so.

(Free text...Enter any relevant details - summarising reasons for accepting the informal representation).

On this occasion, we have decided to exercise discretion and cancel the PCN.

To avoid the issue of a PCN in the future (Insert free text outlining what action to take e.g. comply with the appropriate signage.)

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Any monies paid towards settling the penalty charge will now be refunded. If a credit or debit card was used we will refund the card used. If the card refund is unsuccessful or if the monies were paid by any other means we will send you a cheque for the appropriate amount. If you have not received the refund within 14 days of the date of this letter please call us on 0343 222 3333.