Date

Public Transport Regulatory Operations

To Whom It May Concern

**Application for Internal Review for Your Name**

**Infringement number: Infringement Number**

I request review of this fine and for it to be replaced with an official warning.

Circumstances of the infringement

Describe your situation at the time you got the fine. E.g. The myki machine was faulty/I had lost my concession card.

Include details of the time and stop where you travelled from and whether you had money on your myki at the time you got the fine.

Please find enclosed a copy of my proof of concession (if relevant).

My infringement history

Describe your history with myki infringements. E.g. Never had a myki fine before, or not had one in at least three years.

If applicable, detail your history of regularly touching on and topping up.

Personal or other circumstances

Describe any personal circumstances that made it difficult for you to hold a valid ticket on the day you were fined. Include evidence, if necessary.

After taking these factors into consideration I request that you review this fine.

Kind regards

Your Name

Your Address