**IMPORTANT!   
PLEASE READ THEN DELETE THIS BOX**  
This is a template letter for guidance. You need to add your details and where appropriate change the letter to suit your circumstances. Feel free to add more info.

Once you’ve made changes, always print it out and read through to check it makes sense to the recipient.

**ACTION POINTS**

**[BLUE BRACKETS]:** Put your specific info here, then delete the instructions (and change the text colour)  
 **[RED BRACKETS]:** Just for info, after you’ve read delete

[insert your name

and address]

[insert date]

[insert name and address of

landowner or agent of landowner]

Dear Sir or Madam,

**Ticket number:** [insert ticket number]

**Vehicle registration number:** [insert vehicle registration number]

[Use this section to reply to the first invoice demand or delete]

I received a parking ticket on [insert date] but I will not be paying your demand for payment as I was not the driver of the vehicle at the time in question. I am also under no obligation to disclose who was driving the car so please do not contact me again with regards this matter.

[Use this section for a follow-up invoice demand or delete]

In response to you letter dated [insert date of their letter], I am forwarding my letter to you dated [insert date of your first letter and enclose a copy of this letter] in which I advised you I was not the driver of the above car at the time the ticket was issued and am therefore not liable to pay your invoice. Please do not contact me with regards this matter. [Use this sentence if you believe the company is harassing you or delete] Please be aware I consider your continuous correspondence to be harassment and I will report you to [select from the police / the British Parking Association [if the company is a member] / the Security Industry Authority [if the company is a member]] if you contact me again.

Yours faithfully,

[insert your signature]

[insert your name (printed)]

[Enclose ALL relevant evidence for your complaint]