DATE

Address of issuing body  
\*Their address should be listed   
on the fine\*

Dear Sir/Madam

**Application for Internal Review for Your Name**

**Infringement numbers: Infringement number(s)**

I request review of this fine and request that you apply the Internal Review Guidelines under the *Infringements Act 2006* (Vic) in undertaking this review.

Describe what happened when you got the fine. E.g. At the time I received the fine my vehicle’s speedometer was not working correctly and has since been repaired.

Describe your personal circumstances, such as your income, if you have any children, and if you have any medical conditions.

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

Kind regards

Your Name

Of

Your address