Example letter to Magistrates Court

Leicester Magistrates Court,

15 Pocklingtons Walk

Leicester

LE1 6BT

**Your name and address**

**Date**

Dear Sir/Madam

On xxx xx 2019 the (Principal Licensing Officer/Taxi & Private Hire Sub-Committee) of Hinckley & Bosworth Borough Council (rejected/refused my application for a (private hire/hackney carriage) driver’s / vehicle licence (or suspended / revoked my (private hire/hackney carriage) driver / vehicle licence)).\*\*

**State here why you think this is a wrong decision**. I feel aggrieved at this decision and want to appeal to the magistrates.

I enclose a cheque for £200

If necessary I can be contacted on the following telephone number xxxxxx or email address xxx@xxx.

Yours faithfully

**Your signature here**

**Your name here**

\*\* Delete the appropriate combinations between the brackets