**[Your address]**

**[Your town]**

**[Your postcode]**

**[Insert date]**

**[Insert parking company address]**

**Reference: [Insert Parking Charge Notice Number or Debt Recovery Company ref]**

**Date of issue: [Insert]**

**Car registration: [Insert]**

Dear **[Insert name if known otherwise Sir/Madam]**

As the registered keeper of [insert car registration], I am writing to formally challenge the above Parking Charge Notice on the basis that I was not driving the vehicle at the time of the parking event.

The Protection of Freedoms Act 2012 is not applicable in Northern Ireland. In this jurisdiction it is the driver of the vehicle who is liable for any parking charges, not the registered keeper. I would therefore ask you to provide evidence of the named driver of this vehicle at the time this alleged contravention occurred.

I look forward to receiving notification within 28 days that the Parking Charge Notice has been cancelled, and you desist from any debt recovery action.

Yours sincerely,

**[Insert signature]**

**[Print name and Surname]**