



{INSERT SENDER'S ADDRESS}

TO: Service New Brunswick  
140 Alison Blvd  
Fredericton, NB  
E3C 0A9

(Today's Date)

**Subject: POPA Ticket P000000**

**{Insert Issuing Agency's Name}** was informed that payment was collected by Service New Brunswick towards the above noted POPA ticket (s) however; this ticket(s) has since been voided by the issuing officer.

It is requested by the issuing officer Cpl/Cst/Insp. \_\_\_\_\_, that the client(s) is reimbursed for any money paid.

If you need any additional information, please do not hesitate to contact me **(506) 000-0000**

\_\_\_\_\_  
(Issuing officer or Supervisor)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(POPA Administrator)