

[Insert date]

«FirstName» «LastName»
«Address1»
«City», «State» «PostalCode»

Dear «LastName» :

Our records indicate that Onsite Wastewater Treatment System Permit Application number «ApplicationNumber» was mailed to you on «DateSent». As of this date, we have not received your completed application. Please check one of the boxes below to indicate the status of your onsite wastewater treatment system:

- System is still in planning; will submit application when plans are complete.
- I/we do not intend to construct the system; application should be canceled.
- I/we no longer own the property. Sold to:

Name of buyer: _____
Address of buyer: _____
Telephone: _____

- Other (please specify):

Please return this letter to [agency address] within 20 days from the date of this letter, or you may return it by fax to [Fax Number]. If you have any questions, please feel free to contact me at [Phone Number].

Sincerely,

[Insert EPHS name]
Environmental Public Health Specialist