

[Insert date]

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

Dear «LastName»:

On «Date», this office received an application for a permit to construct an Onsite Wastewater Treatment System, application number «ApplicationNumber», from you or your agent. Subsequently you and/or your agent were notified of incomplete information or other deficiencies in the application.

To date we have not received the necessary information or system design changes and there has been no further progress on this application. Please contact this office at your earliest convenience to discuss the status of this permit application.

If there are any questions that I can answer, or if you need assistance, please contact me at [Phone Number]. I will be happy to assist in any way that I can.

Sincerely,

[Insert EPHS name]
Environmental Public Health Specialist