

[Insert Date]

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

Dear «LastName»:

Our records indicate you were issued onsite wastewater treatment system Construction Permit, number «PermitNumber», on «DateOpened». That permit is scheduled to expire on «ExpirationDate».

To date we have not received notification of completion of the system as required by Section 701.050 Missouri Revised Statutes.

Please contact this office at [Phone Number] as soon as possible to discuss the status of this construction permit and options that may be available if the system is not completed before the expiration date.

Thank you for your cooperation.

Sincerely,

[Insert EPHS name]
Environmental Public Health Specialist