

[Insert date]

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

Dear «LastName»:

On «DateCertificateMailed», you were sent a form “Certification of System Without Onsite Inspection” for an onsite wastewater treatment system with the construction permit # «PermitNumber», and permit application number «ApplicationNumber».

To date the form has not been returned. Please complete the form and return it to this office. This form replaces the final inspection by the administrative authority and is necessary to complete the permit process, approve the system installation, and report to the property owner as required by 701.050 Missouri Revised Statutes.

Your cooperation is appreciated.

Sincerely,

[Insert EPHS name]
Environmental Public Health Specialist