**Insert Date MM DD, YYYY**

Insert Business Name (if applicable)

Attn: Insert Property Owner/Contact Name

Insert Site Address

City, WA Zip

Business/Site ID: XXXX

Parcel PIN: XXXX

Contact Phone: XXXXX

**Dear Business Owner:**

As required by the Washington Department of Ecology, [Jurisdiction + Department] conducts routine inspections of commercial and industrial facilities throughout the [city/county] for proper implementation of stormwater source control best management practices (BMPs) to protect stormwater, surface water, and groundwater from pollution.

**Immediate Action Required**



Your facility was inspected by [Jurisdiction] staff on [Inspection Date MM DD, YYYY]. During the inspection, staff identified deficiencies that need **immediate action** to meet regulatory standards. Action items are identified in the enclosed [Inspection Report].

You are legally responsible for correcting the noted deficiencies in accordance with [reference to Jurisdiction Stormwater Code]. **Next steps include:**

* Action items must be addressed within XX days by MM DD, YYYY or as otherwise noted in the enclosed [Inspection Report].
* You can provide evidence of corrected action items via email by sending photographs to [e-mail contact].
* A **follow-up inspection** will occur on MM DD, YYYY to confirm that action items have been addressed.
* See the enclosed materials for more information on preventing pollution at your business.

These actions are important to support clean water and healthy streams, lakes, and [Puget Sound] in [Jurisdiction]. We thank you for your cooperation. If you need technical support or encounter difficulties in addressing these action items by the given date, please contact [Jurisdiction + Department] for assistance.

Sincerely,

[Name]

[Title]

Enclosure(s): [Inspection Report]

 Applicable Educational Materials: Brochure(s), Poster(s), etc.

 Applicable Technical Support: Facility Sketch, Courtesy Contractor List, etc.