

<Enter Date>

<Enter Violator's Title> <Enter Violator's Name>
<Enter Violator's Street Address>
<Enter Violator's City, State Zip>

Re: Wetlands Violation: Additional 10 days - <ENTER PROJECT ADDRESS & WATERWAY>

Dear <Enter Mr./Mrs. Violator's Last Name>:

This letter is in reference to the <Enter City/County/Town Name> Wetlands Board order issued <Enter Order Issue Date>. The order directed you to restore <Choose vegetated or nonvegetated> wetlands at your property identified as <Enter Project Address & Waterway>.

A <Enter Number of Days> day time limit was included for the completion of the restoration with an additional <Enter Number of Days> days for the establishment of a vegetative cover over the disturbed area. This time period has now elapsed and a final site inspection is scheduled for ten (10) days from the date of this letter. All aspects of the restoration are to be complete by <Enter Date Ten Days in the Future>.

Please be advised that failure to comply with a restoration order from the <Enter City/County/Town Name> Wetlands Board is a misdemeanor offense with criminal as well as civil penalties and may result in further legal action by the <Choose City/County/Town> of <Enter City/County/Town Name>.

Should you have any further questions regarding this matter, please contact <Enter Contact Name> at <Enter Phone, Fax and/or Email>.

Sincerely,

<Enter Name>
<Enter Title>

cc: U.S. Army Corps of Engineers,
<Enter District>
Virginia Marine Resources Commission
Virginia Institute of Marine Science
<Enter Name>, <Choose City/County/Town> Attorney