

<Enter Date>

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

Re: Wetlands Violation: Restoration Complete -<ENTER PROJECT ADDRESS & WATERWAY>

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

The <Enter City/County/Town Name> Wetlands Board reviewed the above-referenced violation during their monthly meeting on <Enter Hearing Date>. Based on our staff report, the Wetlands Board determined that you have satisfactorily restored the area and now considers this matter closed.

We appreciate your efforts to remedy the violation in a diligent and timely manner. If there are any additional questions pertaining to 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