

<Enter Date>

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

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

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

The Wetlands Board issued you an order on <Enter Date of Order> requiring the restoration of <Enter Square Footage> of <Choose vegetated or nonvegetated> wetlands at the above-referenced property. The order expired on <Enter Expiration Date>. Our office notified you in previous correspondence on the pending expiration and scheduled a final inspection date. A site inspection on <Enter Inspection Date>, revealed that the restoration has not been undertaken.

The Wetlands Board shall consider this matter during their next scheduled meeting on <Enter Day, Date> at <Enter Time> at <Enter Hearing Location & Address>. You are hereby requested to appear before the Board at that time. Please be advised that our office will recommend to the Board that they take legal action in this case.

Additional information on this matter may be obtained by contacting <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