**INSERT COUNTY LETTERHEAD**

**Letter 4.C**

*Date*

*Animal Operator Name (husband and wife (if known))*

*Address*

**Re: Site Visit for Follow Up Compliance Inspection**

Dear Mr. and Mrs. *Animal operator Name*,

This letter is a follow up to my previous phone calls on *[Dates1]* to schedule a site visit to perform an Act 38 Compliance Inspection. I am sending this letter to you for the purpose of establishing a time when I can meet with you to complete the compliance inspection

Please contact me at the conservation district office at *[Phone Number4]* by [*Date2*] to schedule the compliance inspection

If you have any questions regarding this meeting, please feel free to contact me at the conservation district office at *[Phone Number2]*.

Sincerely,

*NM Staff Person*

CC: [Name], SCC Regional Coordinator

File

*Date1 = Dates of missed calls*

*Date2 = 10 days from expected receipt of letter*

*Phone Number2= Your office phone number*