**INSERT COUNTY LETTERHEAD**

**Letter 4.D *(sent certified mail return receipt requested and regular mail)***

*Date*

 CERTIFIED MAIL:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*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]* and letter *[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

 I will be out at your animal operation on *[Day, Date and Time2]* to perform the compliance inspection. You (or your representative) need to be present at this site visit. **If you or your appointed representative cannot be present at this meeting, please contact me by *[Date3]* so that we may reschedule at a time that meets your availability.**

 If you have any questions regarding this meeting, please feel free to contact me at the conservation district office at *[Phone Number4]*. I look forward to meeting with you on *[Date2]*.

Sincerely,

*NM Staff Person*

CC: [Name], SCC Regional Coordinator

 File

 [Name], DEP Regional Office (if a CAFO)

*Date1 = Dates of missed calls and letter 4.C*

*Day, Date and Time2= The day of the week, date and time that you decide to meet with the farmer out at his/her site recognizing that you are not sure of the farmer’s availability. This should be a date approximately 2 weeks off so to provide time for the farmer to clear their schedule or reschedule the meeting.*

*Date2 = Date you selected to meet on the farm*

*Date3= select a date that is approximately 7 days from anticipated receipt of letter.*

*Phone Number4= Your office phone number*