**Letter Acknowledging Receipt of Nutrient Balance Sheets**

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Commercial Manure Broker (Broker) or Nutrient Management Specialist (NMS) *[Name1]*

*[Address 2]*

*[Address 2]*

**RE: Acknowledging Receipt of Nutrient Balance Sheets**

Dear Broker or NMS Name

This letter acknowledges receipt of the following Nutrient Balance Sheets (NBS) that were received at the *[Name 3]* County Conservation District on *[Date 4].* The referenced NBS will be retained on record in the conservation district file for the appropriate exporter or importer noted below.

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| --- | --- | --- | --- | --- |
| Importer Name | Importer Address | County, State | Manure Type | Crop Group |
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| --- | --- | --- | --- |
| Exporter (or Broker) Name | Exporter (or Broker) Address  | County, State | Manure Type |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

If you have any comments or questions, please feel free to contact me at *[Phone5]*

Sincerely,

*[Staff Person 6]*

*[Title 6]*

cc: File

 Broker, if they did not write NBS

1. *Certified Broker or NMS who wrote and submitted the NBS*

*2 - Address of Broker or NMS who wrote and submitted the NBS*

*3 - Name of the conservation district that received the NBS*

*4 - Date NBS were received at the conservation district*

*5 - Phone number of conservation district person who received and filed the NBS*

*6 - Name and title of person who received and filed the nutrient balance sheets*