**Sample Review Letter Requesting Corrections to An Act 49 Nutrient Balance Sheet.**

Date:

Broker1 or Nutrient Management Planner Name2

Broker or planner address3

Dear (broker or planner name),

The (name4) County Conservation District reviewed the Nutrient Balance Sheet (NBS) for the (name of the importing operation5). The operation is at (operation address5).

NBS sheets submitted under Act 49 are reviewed per Act 38 NBS standards. Based on the review of the submitted NBS, please address the following comments and resubmit the NBS in (20 days from the date on the letter) to the (Name) County Conservation District.

1. Comment 1
2. Comment 2, etc.

Please feel free to contact me if additional information is required (phone number).

Please be aware that it is the responsibility of the broker submitting the NBS to provide a copy of a corrected NBS to the importing operation and to the county conservation district of both the exporting and importing operations.

Sincerely,

Name of CD Technician6,

Title

Cc: Broker (if not the author of the NBS under review)

1 Certified Broker who wrote and/or submitted the nutrient balance sheets

2 Certified Nutrient Management Planner who wrote the nutrient balance sheet

3 - Address of Broker or planner who wrote the nutrient balance sheets

4 - Name of the conservation district reviewing the nutrient balance sheets

5 -Name and address of importing operation

6 - Name and title of person who reviewed the nutrient balance sheets