

Date

[Insert Business Name]
[Insert Business Address]

Dear [Insert proprietor's name]

RE: FOLLOW-UP ASSESSMENT OF YOUR BUSINESS CONDUCTED ON [insert follow-up date]

Further to the follow-up visit conducted on [insert follow-up date] I would like to thank you for completing the agreed schedule of works. I am pleased to report that your work practices now appear to be in accordance with the relevant environmental legislation (*Protection of the Environment Operations Act 1997*). Your business operations and attitude reflect your concern for our environment and I would like to congratulate you on the efforts you have made.

Any future queries regarding this project, or environmental issues in general, can be directed to your local council.

Thank you once again for your cooperation with the Cooks River Environmental Assessment and Education Project.

Yours sincerely

Environmental Assessment Officer
Cooks River Environmental Assessment and Education Project.

Follow-up Letter – all issues addressed (A)