

Date

[Insert Business Name]
[Insert Business Address]

Dear **[Insert proprietor's name]**

RE: ENVIRONMENTAL ASSESSMENT OF YOUR BUSINESS CONDUCTED ON [DATE]

Thank you for your time and cooperation in working with the Cooks River Environmental Assessment and Education Project, Bringing the Cooks River to Life. As you know, stormwater pollution is a serious problem and adversely impacts on the health of our local environment – the Cooks River and Botany Bay.

I am pleased to report that at the time of our assessment your work practices appeared to be in accordance with the relevant environmental legislation (*Protection of the Environment Operations Act 1997*).

Your business operations reflect your concern for our environment and I would like to congratulate you on an outstanding achievement. We appreciate the environmental challenges associated with the nature of your business, and recognise the efforts you have made to overcome these.

In fact, your business is currently being considered for an environmental award as part of this project. Those who are successful will have the opportunity to be publicly acknowledged for their achievements. In addition, a Cooks River Environmental Assessment Officer is available to provide any support, if needed, to assist you in any way.

In the future we hope to be able to establish training opportunities for business people and their staff. Another proposal that is being considered is to include an industry night. This would give you the opportunity to:

- meet and catch up with other business people from your area who are demonstrating a strong commitment to our environment
- meet suppliers of practical environmental management services and technology, and get a handle on the range of pollution control equipment that is now available to you
- see for yourself how to turn your environmental commitment to your commercial advantage.

I look forward to your continued support. Please do not hesitate to contact me on **[Insert phone number]** if you have any further queries.

Yours sincerely

Environmental Assessment Officer
Cooks River Environmental Assessment and Education Project

Response Letter Compliant (A)