

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.

We recognise that your business operations have minimal effect on the environment and therefore appreciate the time you took to support our project. However, adhering to the recommendations in the attached Schedule of Works will demonstrate further care for the environment. We hope that our visit enhanced your awareness of how serious stormwater pollution is and how it adversely impacts on the health of our local environment – the Cooks River and Botany Bay.

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
- see for yourself how others are turning a commitment to the environment to their commercial advantage.

If you are interested in receiving further information in relation to these opportunities, please do not hesitate to contact me on **[Insert phone number]**.

Yours sincerely

Environmental Assessment Officer
Cooks River Environmental Assessment and Education Project