

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. This may include items that are no longer applicable. Your business operations and attitude reflect your concern for our environment and I would like to congratulate you on the efforts you have made to date. However, as outlined in the Schedule of Works, a new issue was found when revisiting your business, which requires your immediate attention.

All details from this assessment process have been passed onto your local council. Therefore, 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 – New issues on re-inspection (B)