

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.

Several matters at your premises have been identified as requiring your immediate attention. These matters are specified in the attached Schedule of Works. The schedule outlines those business practices which have the potential to impact on the environment and the options that are available to you. As these matters may constitute offences under the *Protection of the Environment Operations Act 1997*, it is imperative that they are completed within the indicated time frame.

Your compliance with the Schedule of Works will ensure that maximum protection is given to our local environment and that your liability under the legislation is minimised. A Cooks River Environmental Assessment Officer will revisit your site to view progress and provide further support, if needed, to assist you in making the necessary changes to those business operations identified as requiring attention.

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