«AddressBlock»

SUBJECT: OGC No.: #

 Notification of failure to comply with Choose one 🡓

 PAST DUE NOTICE

Choose Mr./Ms. 🡓 Name of Respondent/Defendant:

Our records indicate the Department has not received payment of penalties and expenses that were due by Due date pursuant to the Choose one 🡓 entered in the matter referenced above. Your account is now past due in the amount of $Amount due.

Please remit $Amount due by no later than Date. Make your check or money order payable to the **Department of Environmental Protection** and mail payment to District contact name and ddress.  Unless this amount is paid in full by the date specified above, the Department will turn this matter over to a collection agency. If that occurs, you will be responsible for paying a collection fee in addition to the payment amount due to the Department.

If payment has already been made, please disregard this letter. If you have any questions please contact me at Phone number.

Sincerely,

Name, Title

Program/District/Division

cc: Laurie Roughton, OGC