Date

Name of Respondent/Defendant

Address

SUBJECT: OGC No.: #

 Notification of failure to comply with Choose one 🡓

 **PAST DUE NOTICE**

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

Your payment in the above referenced matter is now more than 30 days past due. Payment in the amount of $ Amount due was due on Original payment due date. Moreover, the Department has not received a response to our previous notification to you, dated Date of past due notice, regarding the past due amount.

Please remit $Amount due immediately. Make your check or money order payable to the **Department of Environmental Protection** and mail payment to District contact name and address.  If payment is not received by Date – two weeks from date of this notice, the Department will refer this matter to our contracted collection agency. When this occurs, an additional 15% will be added to the amount owed by you and credit bureaus will be notified.

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