[Date]

**CERTIFIED MAIL #[xxxx xxxx xxxx xxxx xxxx]**

**RETURN RECEIPT REQUESTED**

[Mr. or Ms. or . . .] [Respondent’s Name]

(if applicable)[Respondent’s Company]

[Respondent’s Address]

[City, State Zip Code]

Subject: Notice of Failure to Comply with Final Judgment (PAST DUE – 30 or 60 days)

[OGC File No. xx-xxxx]

[Facility Name]

[Facility Street Address]

[City, xxx] County

FDEP Facility ID# [xxxxxxxxx]

Dear [Mr. or Ms. or . . .] [Respondent’s Last Name]:

Our records indicate that the Department has not received payment of penalties and expenses that were considered due by [Date], pursuant to the Final Judgment entered in the matter referenced above. Your account is now more than xx days past due in the amount of $xx.

Please remit $xx by no later than [Date]. Make your check or money order payable to the Department of Environmental Protection and mail payment to the letterhead address, MS 4530. Unless this amount is paid in full by the date specified above, the Department will turn this matter over to collection agency. If that occurs, you will be responsible for fees in addition to your 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,

Bobby Scarborough

Environmental Specialist III

Petroleum Restoration Section 1

Petroleum Restoration Program

Bobby.Scarborough@dep.state.fl.us

/bts

ec: File