DATE

Name, Title

Company

Address

City, State Zip

Emailaddress.com

**Re: Warning Letter #WL19-XX**

**Facility Name; Facility ID No. FLXXXX**

 **Sanitary Sewer Overflow(s) at XXX address &/or SWO#XX**

 **(Blank) County**

Dear Mr./Ms. XXXX:

On Date, the Florida Department of Environmental Protection (“Department”) was notified by Blank (ex: State Watch Office (“SWO”)) that your facility, ####, had an unauthorized discharge or unpermitted sanitary sewer overflow (“SSO”) of approximately ### gallons in potential violation of Chapter 403, Florida Statutes (“Fla. Stat.”), and Chapter 62-620, Florida Administrative Code (“Fla. Admin. Code”), which prohibits unauthorized discharges.

On (date), a written Compliance Assistance Offer was issued to you as part of an agency investigation preliminary to agency action in accordance with section 120.57(5), Florida Statutes. You failed to adequately respond to the Compliance Assistance Offer.

Violations of Florida Statutes or administrative rules may result in liability for damages and restoration, and the judicial imposition of civil penalties, pursuant to Sections 403.121 and 403.161, Fla. Stat.

Please contact [the case manager], by phone at (XXX) XXX-XXXX, or via email at First.Last@FloridaDEP.gov within **15 days** of receipt of this Warning Letter to arrange a meeting to discuss this matter. The Department is interested in receiving any facts you may have that will assist in determining whether any violations have occurred. You may bring anyone with you to the meeting that you feel could help resolve this matter.

Please be advised that this Warning Letter is part of an agency investigation, preliminary to agency action in accordance with Section 120.57(5), Fla. Stat. We look forward to your cooperation in completing the investigation and resolving this matter.

Sincerely,

NAME

District Director

XX District

XX/xx

cc: Name

ec: Name/email address