DATE

Name, Title

Company

Address

City, State Zip

Emailaddress.com

Re: Warning Letter #WL12-XX

Facility Name

 Facility ID No.

 County

Dear Mr./Ms. XXXX:

A xxxx inspection was conducted at your facility/system/site/other on DATE. During this inspection, possible violations of chapter 403, Florida Statutes, (This statutory cite could be 253, 373, 376, or 378 depending upon the nature of the case), chapter 62-xxx, (this cite could be chapter 18-14 if using chapter 253), Florida Administrative Code were observed.

[Use any and/or all of the following paragraphs that apply:]

During the inspection Department personnel noted the following:

* [Use plain language and insert inspection findings. Detailed rule references should be in the inspection report thus not needed here.]

*or*

At the time of the inspection, Department personnel verbally notified you or name of facility representative that potential violations existed at the facility and you or name of facility representative were/was encouraged to take corrective action within XX days. The potential violations were:

* [Use plain language and insert inspection findings. Detailed rule references should be in the inspection report thus not needed here.]

*And/or*

On Date, a follow-up visit was conducted and resolution of the potential violations was not apparent. Specifically, the Department observed:

* [Describe remaining possible violations]

*And/or*

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 respond to the Compliance Assistance Offer within 15 days or responded as follows:

* [Describe owner/operator response]

*And/or*

On Date, a site visit or review of additional information indicates possible violations may continue to exist:

* [Describe remaining violations]

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.xxx, 403.yyy and 403.zzz, Florida Statutes (section 253.04, Florida Statutes and chapter 18-14 Florida Administrative Code for proprietary violations).

Please contact [the manager], at (XXX) XXX-XXXX,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), Florida Statutes. We look forward to your cooperation in completing the investigation and resolving this matter.

Sincerely,

Name, Director

XXXXX District

Florida Department of Environmental Protection

XX/xx

cc: Name

ec: Name/email address