

<Enter Date>

<Enter Violator's Title> <Enter Violator's Name>
<Enter Violator's Street Address>
<Enter Violator's City, State Zip>

Re: Stop Work - <ENTER PROJECT ADDRESS & WATERWAY>

Dear <Enter Mr./Mrs. Violator's Last Name>:

This letter is in reference to certain filling, excavation or other activities, which have been observed by our field personnel at <Enter Project Address & Waterway> and a Sworn Complaint has been submitted regarding this activity. Our office is concerned that these activities have impacted an area of wetlands. <Enter City/County/Town Wetlands Ordinance Citation> of <Enter City/County/Town Name>, states that any use or development of wetlands within the city requires a permit issued by the <Enter City/County/Town Name> Wetlands Board.

In order for our office to assess the situation, you are directed to cease any additional activities in the wetlands area under the provisions of <Enter City/County/Town Wetlands Ordinance Citation>. Please contact our office within forty-eight (48) hours from the date of receipt of this letter so we may arrange a mutually convenient time to meet on site within one week.

If you would like to discuss this matter prior to the site meeting, please call <Enter Contact's Name> at <Enter Phone, Fax and/or Email>.

Sincerely,

<Enter Name>
<Enter Title>