

[Date]
[Property Owner Name]
[Property Address]
[City, State, Zip Code]

RE: Notice of Inspection Deficiencies - Well and Septic Systems

Dear [Property Owner Name],

This letter is to inform you that an inspection was conducted on [Date of Inspection] regarding the private water well and/or onsite sewage disposal (septic) system located at [Property Address].

Based on the inspection report, the following deficiencies were identified:

- **Well System:** [Describe deficiency, e.g., cracked well cap, bacterial contamination, or non-compliance with setback requirements]
- **Septic System:** [Describe deficiency, e.g., failing drain field, tank requires pumping, or structural damage to baffles]

These conditions must be corrected to ensure the safety of the water supply and the proper functioning of waste disposal in compliance with [Local Health Department/State] regulations.

Required Actions:

1. Obtain the necessary permits for repairs (if applicable).
2. Contact a licensed contractor to remediate the items listed above.
3. Schedule a re-inspection with this office by [Deadline Date].

Failure to address these deficiencies may result in [Legal Consequences/Fines/Property Use Restrictions].

Please contact our office at [Phone Number] or [Email Address] if you have any questions or to provide proof of completed repairs.

Sincerely,

[Signature]
[Name of Inspector/Official]
[Title]
[Department/Agency Name]