

Date: [Insert Date]

Property Owner Name: [Insert Owner Name]

Property Address: [Insert Property Address]

Parcel ID: [Insert Parcel ID]

Subject: Notice of Required Well and Septic System Inspection

Dear Property Owner,

This letter is to notify you that a formal inspection of the private well and septic system located at the address above is now required. This requirement is due to: [Insert Reason, e.g., Property Sale, Permit Renewal, or Periodic Maintenance Schedule].

The inspection must be completed by a licensed professional to ensure the systems meet current health and safety standards. Please arrange for an inspection of the following:

- **Private Well:** Water quality testing and structural integrity check.
- **Septic System:** Tank pumping, baffle inspection, and drain field evaluation.

Deadline for Compliance: [Insert Deadline Date]

Once the inspection is complete, please submit the official inspection reports to [Insert Department/Entity Name] via [Insert Submission Method, e.g., Email Address or Physical Address].

Failure to complete this inspection by the deadline may result in [Insert Consequences, e.g., Fines or Delays in Property Transfer].

If you have any questions or require a list of certified inspectors, please contact our office at [Insert Phone Number] or visit [Insert Website].

Sincerely,

[Your Name/Department]

[Organization Name]

[Contact Information]