

Date: [Insert Date]

Property Address: [Insert Property Address]

Owner Name: [Insert Owner Name]

RE: NOTICE OF REQUIRED REPAIRS - WELL AND SEPTIC SYSTEMS

Dear [Insert Name],

This letter serves as official notification that a recent inspection of the private water well and/or individual sewage disposal system (septic system) at the property listed above has identified deficiencies that require immediate attention.

According to the inspection report dated [Insert Date], the following repairs or upgrades are mandatory to ensure the systems comply with local health and safety regulations:

- **Well System Requirements:** [e.g., Replace well cap, chlorination, pump repair]
- **Septic System Requirements:** [e.g., Tank pumping, distribution box replacement, lateral line repair]

Please note that these repairs must be performed by a licensed and bonded contractor. Upon completion of the work, you are required to submit proof of repair and/or a final inspection certificate to this office no later than [Insert Deadline Date].

Failure to address these requirements within the specified timeframe may result in [e.g., fines, permit revocation, or property being declared uninhabitable].

If you have any questions regarding these requirements or need a list of approved contractors, please contact [Insert Contact Name/Department] at [Insert Phone Number].

Sincerely,

[Your Name/Signature]

[Your Title]

[Your Organization/Agency Name]