

[Agency/Organization Name]

[Department Name]

[Address Line 1]

[City, State, Zip Code]

[Phone Number]

[Date]

[Recipient Name/Facility Manager]

[Facility Name]

[Facility Address]

[City, State, Zip Code]

Subject: Notice of Routine Environmental Compliance Inspection

Dear [Recipient Name],

This letter serves as formal notification that **[Agency Name]** will conduct a routine environmental compliance inspection of your facility located at **[Facility Address]**. The inspection is scheduled to take place on:

Date: [Inspection Date]

Time: [Inspection Time]

The purpose of this inspection is to verify compliance with applicable environmental laws and regulations, including but not limited to:

- Air quality permits and emissions monitoring
- Hazardous waste management and disposal records
- Stormwater and wastewater discharge permits
- Spill prevention and countermeasure plans

Please ensure that a knowledgeable representative is available to accompany the inspector during the site walkthrough. Additionally, please have the following documentation ready for review:

- Current environmental permits and licenses
- Inspection logs and maintenance records
- Waste manifests and shipping papers
- Employee training records related to environmental safety

If there is a conflict with the scheduled date or if you have specific safety protocols our staff must follow while on-site, please contact our office at **[Phone Number]** or via email at **[Email Address]** by **[Response Deadline Date]**.

Thank you for your cooperation in maintaining environmental compliance.

Sincerely,

[Inspector Name/Signature]

[Title]

[Agency Name]