

# Environmental Impact Assessment Notice

Date: [Insert Date]

To: [Insert Recipient Name]

[Insert Recipient Address]

Dear [Insert Recipient Name],

We are writing to inform you that an Environmental Impact Assessment (EIA) is being conducted for the proposed [Project Name] located at [Project Location]. The objective of this assessment is to evaluate the potential environmental effects of the project and to develop measures to mitigate any adverse impacts.

The EIA process will include public consultation, wherein community input is vital. We invite you to participate in our upcoming public meeting scheduled for [Insert Date and Time] at [Insert Location]. This meeting will provide you with an opportunity to learn more about the project, ask questions, and provide your feedback.

Please feel free to reach out to us at [Insert Contact Information] for any inquiries or further information regarding the EIA process.

Thank you for your attention to this important matter.

Sincerely,

[Insert Your Name]

[Insert Your Title]

[Insert Organization Name]

[Insert Organization Address]