

Incident Notification: Illegal Dumping

Date: [Insert Date]

To: [Insert Recipient Name]

Address: [Insert Recipient Address]

Dear [Recipient Name],

We are writing to inform you about an incident of illegal dumping that occurred on [Insert Date of Incident] at [Insert Location of Incident]. It has come to our attention that unauthorized waste materials have been disposed of in this area, which is both harmful to the environment and in violation of local regulations.

The materials observed include [Briefly describe the types of waste, e.g., construction debris, hazardous materials]. This incident poses risks to public health and safety, and immediate action is required to address this situation.

We kindly request your cooperation in clearing the dumped materials by [Insert Deadline] to prevent further environmental damage and ensure compliance with relevant laws. Failure to address this matter may result in penalties or further legal actions.

If you have any questions or need assistance regarding this incident, please feel free to contact us at [Insert Contact Information]. Thank you for your attention to this urgent matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]