

# Letter of Citation

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

## **Subject: Citation for Unlawful Emissions**

Dear [Recipient's Name],

This letter serves as a formal citation regarding the unlawful emissions originating from [specify location or facility name] on [date of incident]. Our investigation has confirmed that the emissions exceed permissible limits as outlined in [reference specific laws or regulations].

The following violations have been noted:

- [Describe violation 1]
- [Describe violation 2]
- [Describe violation 3]

Consequently, we require that you take immediate corrective action to halt these emissions and prevent future occurrences. Please provide your response to this citation within [insert time frame, e.g., 30 days], including any corrective measures that will be undertaken.

If you fail to respond adequately or do not take corrective actions, further legal action may be considered.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]