

Letter of Inquiry

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to inquire about certain deficiencies related to environmental permits issued under [specific project or location]. It has come to our attention that there may be compliance issues that need to be addressed to ensure adherence to environmental regulations.

We would appreciate your clarification regarding the following points:

- [Specific deficiency or issue #1]
- [Specific deficiency or issue #2]
- [Specific deficiency or issue #3]

Understanding these concerns is crucial for maintaining environmental integrity and community health. We kindly request a response by [specific date] to facilitate further actions.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[Your City, State, ZIP Code]

[Your Email]

[Your Phone Number]