

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Street Address]

[City, State, Zip Code]

RE: Advisory Notice of Environmental Impact Mitigation Compliance

Dear [Recipient Name],

This letter serves as an official advisory regarding the environmental mitigation requirements associated with [Project Name/Permit Number], located at [Project Location].

Based on our recent review of the Environmental Management Plan (EMP) and current site activities, we wish to bring the following compliance matters to your attention:

- **Observed Status:** [Describe current observation or audit findings]
- **Regulatory Requirement:** [Cite specific regulation, permit condition, or mitigation measure]
- **Required Action:** [Outline steps needed to achieve or maintain compliance]

It is essential that the mitigation measures outlined in the [Approved Impact Assessment/Permit] are strictly adhered to. Failure to implement these measures may result in environmental degradation and potential regulatory enforcement actions, including fines or project suspension.

Please provide a written response or a Compliance Status Report detailing the actions taken to address these items by [Deadline Date].

If you require further clarification or wish to schedule a site inspection, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Department/Agency Name]