

November 7, 2003

«name»
«address»
«city», «state»
«zip»

RE: Required Pump out –«location»; Plat «Plat»; Lot «Lot»

Dear Homeowner:

On «Date_last» the Onsite Wastewater Management office received a completed inspection report on your septic system for your property at «location». The inspection states that your system needed to be pumped out by «Date_due». The Town Onsite Wastewater Management Ordinance mandates that the property owner must submit a receipt for pumping to the Wastewater Management office within thirty (30) days from the date stipulated in the ISDS inspection report. As of the date of this letter, the Town has not yet received a receipt for pumping for your property. Your new due date to submit proof of a pump out is December 7, 2003.

If you would like more information or have any questions please call my office at (401) _____-_____.

Sincerely,

Onsite Wastewater Specialist