

Example Notification Letter

?????????? COUNTY ORCHARD REVIEW BOARD
ORCHARD PEST ORDINANCE NO. ??
P.O. BOX ??? - ?????????, IDAHO
Phone ???-????

February 16, 2005

Certified Mail # _____
RETURN RECEIPT REQUESTED

Mr. Orchard Owner
10700 Buggy Heights Rd.
????????, ID Zip

Dear Mr. Owner:

By the authority of ?????????? County Ordinance No. ???, the ??????????? County Orchard Review Board exists to control orchard pests in the county.

At an Orchard Review Board meeting on February 15, 2005, the Board received two signed complaints regarding the lack of proper care and neglect of approximately ¾ acre of apple trees on your land.

This is to notify you that a Board member, Mr. John Doe, will be contacting you regarding the validity of these complaints, the procedures of the Board and arrange a time for an investigatory team to examine your orchard. The purpose of the visit will be to establish a plan for the proper care of the trees or their timely removal.

We look forward to your cooperation in this important matter concerning the well-being of the ??????????? County fruit industry.

Sincerely,

Mr. Joe Doalks
Chairman