[Town/City Name]

[Department Name]

[Address]

[Date]

[Recipient Contact Information]

[Recipient Address]

Subject: Receipt Confirmation of Stormwater BMP Inspection & Maintenance Report for [Address], [Site Plan Approval Project/ Permit Number]

This letter is to confirm receipt of the Annual Inspection & Maintenance (I&M) Reporting Form associated with the [Site Plan Approval/ Permit] for [Address] ([site plan approval/ permit number]). Thank you very much for complying with this requirement. As you know, I&M is critical to ensuring that BMPs continue to perform as designed and remove pollutants from stormwater to protect downstream waterbodies.

Please continue to inspect and maintain the BMPs associated with this property and continue to respond to our requests for I&M reporting annually. If you have any questions or need assistance, please contact [municipal contact] at [email address].

Sincerely,

[Signature]

[Name]

[Title]

[Department Name]

[Town/City Name]