

**Template: Case Conclusion Letter**

***DELETE the above text and any red-italicized instructions before printing, and fill in the information needed in the brackets.***

[Today’s Date]

[Landowner’s first and last name] [If landowner is registered as a business, list legal name of the business and the title of the business executive officer – e.g. CEO or President of a corporation, Manager of an LLC]

|  |
| --- |
| [Address] |

RE: Case Conclusion Letter- [Corrective Action Notice or Administrative Penalty Order], Parcel ID # XXXXXXXXXX, Township, County

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_:

This letter acknowledges that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [landowner name] has completed the corrective action requirements described in the Board of Water and Soil Resources (BWSR) [Corrective Action Notice dated \_\_\_\_\_\_\_\_\_ or Administrative Penalty Order dated \_\_\_\_\_\_\_\_\_]. *[Use the following for Administrative Penalty Orders with a nonforgivable penalty:]* The BWSR also acknowledges receipt of your [check, payment] in the amount of [$ Dollar Amount] submitted on [the same date or date of receipt] for payment of the penalty.

On [Month day, year], you submitted a response to the [Corrective Action Notice or Administrative Penalty Order]. Based upon this information, the BWSR staff has determined that the corrective action requirements contained in the [Corrective Action Notice or Administrative Penalty Order] have been completed. OR [Month, day, year], BWSR staff inspected the parcel referenced above and determined that the corrective action requirements contained in the Corrective Action Notice have been completed.

*[Use the following for APOs with a forgivable penalty only:]* [Therefore, the $[Dollar Amount] penalty has been forgiven].

If you have questions or need assistance, please contact me at the phone number or email address below.

Thank you for your attention to this matter and your cooperation in fulfillment of the requirements.

Sincerely,

Paul Erdmann

Buffer and Soil Loss Specialist

Board of Water and Soil Resources

520 Lafayette Road N., St. Paul, MN 55155

651-402-9498

paul.erdmann@state.mn.us

cc: XXXXXXXX SWCD: Name, Name

BWSR: John Jaschke, David Weirens, Tom Gile, Travis Germundson

[INCLUDE SAME CCs as CAN/APO]