

PLEASE NOTE: This template is a just suggestion on how to structure your comments. Personalized comments are much more effective.

[Month] [Day], [Year]

Via Email: [Permit Manager's Email]

[First and Last Name], [Title]

[Agency name], [Branch/Division]

RE: Public Comments on the [Permit/Development Name], [Permit ID Number]

Mr./Ms. [Last Name],

Provide an overview of you, your organization, your expertise, and why you care or have a stake in the proposed decision. This is also a good time to thank the agency for the opportunity to comment.

Concerns

List your top concerns (preferably no more than 3) and provide your reasoning and applicable data and citations to support your arguments. Try to conclude each paragraph with an action that you would like the agency to take to address your concern.

Conclusion

Provide a cohesive conclusion that accurately summarizes the concerns brought forth in your comments.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Signature]
