**Response Letter to Government**

horizontal line

**John Smith**456 Pine Street  
Springfield, IL 62701  
July 23, 2024

**Emily Johnson**Director  
Department of Environmental Services  
789 Maple Avenue  
Springfield, IL 62701

Dear Emily Johnson,

I am writing to acknowledge receipt of your letter dated July 15, 2024, regarding the proposed changes to the local waste management policies. Thank you for bringing this matter to my attention and providing detailed information about the issue.

I appreciate the thorough explanation and the steps outlined for addressing the concern. After reviewing the provided information, I understand the importance of the actions that need to be taken and am committed to cooperating fully.

Enclosed with this letter are the requested documents, including my updated waste management plan and proof of compliance with the new regulations. If there are any additional materials or information required, please let me know, and I will ensure they are provided promptly.

Furthermore, I would like to request clarification on the timeline for implementing these changes. Your assistance in this matter is greatly appreciated.

Thank you once again for your attention to this matter. I look forward to your response and any further instructions you may have.

Sincerely,

**John Smith**(555) 987-6543  
johnsmith@email.com