

Response Letter to Government

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

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