

Template for Agency Referral Letter
Updated August, 19 2016

(Prepare on applicant's letterhead, including mailing address, phone and fax numbers)

(insert date)

Application File #: (Insert Application File #)

(insert agency address and contact)

**Re: Application Pursuant to the *Environmental Management Act* on
behalf of (insert Applicant name),
dated (insert application date)**

We enclose, for your information, a copy of the above referenced application for a(n) **(Permit/Approval/major Permit amendment)** under the provisions of the *Environmental Management Act*.

It is our intention to complete the consultation process for this application as expeditiously as possible. Accordingly, if you wish to comment or make recommendations with respect to this application, you are requested to do so within 30 days of the date of this letter. Please forward a copy of all correspondence to the Regional Director, Environmental Protection, Ministry of Environment at (insert regional office address).

Our staff contact for this particular application is (insert company contact person, email address and phone number). Should you require additional time it will be necessary for you to contact us at the above noted address or telephone number. Additional time may be given if the circumstances warrant it.

Yours truly,

(insert signature block)