



Natural Resources Conservation Service

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SAMPLE EASEMENT VIOLATION INFORMAL RESOLUTION LETTER

CERTIFIED RETURN RECEIPT REQUESTED

[Date]

[Landowner Name]

[Street Address]

[City, State, ZIP Code]

Dear [Landowners]:

**This letter is in reference to violation [number] of [number] total violations of WRP Contract Number [contract number].**

**A separate letter is being sent in reference to each violation.**

During a recent visit to the Wetlands Reserve Program (WRP) easement area on your property, NRCS officials became aware that you have not been in compliance with the terms and conditions of the WRP Warranty Easement Deed. In particular, we found that [description of violation].

This violation can be corrected, and the situation resolved, by [description of resolution]. If you complete this correction by [acceptable resolution date, but no more than 5 days from now], we will cancel the formal violation process in this case.

We intend to work with you to resolve this violation as simply as possible. Please call me at [insert contact information] with any questions about the provisions of the Warranty Easement Deed, the nature of the violation, the necessary correction, or the timeframe that we have requested.

If you have not contacted me at [insert contact information] by [insert respond by date, no more than 5 days from now] to confirm that the violation has been corrected, we will initiate the formal violation process and will notify you of it.

Sincerely,

[Name of State WRP Program Manager]  
State WRP Program Manager

cc: National WRP Manager  
State Conservationist  
Assistant State Conservationist, Field Operations  
State WRP Manager

