



Natural Resources Conservation Service

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SAMPLE EASEMENT VIOLATION NONCOMPLIANCE LETTER

CERTIFIED RETURN RECIEPT REQUESTED

[Date]

[Landowner's Name]

[Street Address]

[City, State, ZIP Code]

Dear [names of landowner or 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.**

On [insert date], you were notified by certified letter of actions required to correct [violation], which was a violation under the provisions of the Wetlands Reserve Program (WRP) Warranty Easement Deed (hereafter referred to as "easement deed") on your property.

Following the 30-day period in which you were allowed to correct this violation, we inspected the easement area. Our finding is that you **have not complied** with the required corrective action and remain in violation of the terms and conditions of the easement deed.

NRCS will [describe action to be taken – to be developed in consultation with OGC], which will be completed with the Office of General Counsel's review and assistance.

Sincerely,

[Insert name of State Conservationist]

NRCS State Conservationist

cc: Director, Easement Programs Division, Washington, DC  
Office of General Counsel Regional Attorney  
Assistant State Conservationist for Programs  
Assistant State Conservationist for Field Operations  
District Conservationist

