

Referral letter for CUPAs
Rev. 12.13.07 **DRAFT**

AGENCY LETTERHEAD

DATE

For name and address of appropriate prosecutor, see current list from Cal/EPA
or use that from your local enforcement task force

Subject: Name of Violator (see note below)

Dear _____;

This letter is to request your review of the enclosed investigation for possible filing of a civil and/or criminal case on NAME OF VIOLATOR (Note: in some cases where it's not clear who is defendant and who may be a witness this may be a generic description i.e. fire at Santa Rosa 10.07).

This case has been referred to your office in lieu of other formal enforcement action such as issuance of an Administrative Enforcement Order or referral to the Attorney General. In order to preserve these other options, we ask that you respond within 60 days whether your office will accept this referral or whether we need to pursue one of these options. If more time or investigation is needed, please let me know.

Sincerely,

CUPA
NAME
TITLE
PHONE
EMAIL ADDRESS