\*Date

\*Addressee

\*Street Address

\*City, State Zip

Dear \*Name:

It has recently come to the Department of Forestry’s attention that your Reforestation of Timberlands (RT) Program project*(s)*, *\*project practice*, that was/were completed in *\* date* has/have been removed from the originally cost shared land use. Therefore, it is your responsibility, as agreed upon in the RT application form, that you must refund the original amount of funding that you received plus a ten percent penalty. You agreed *“to refund any incentive payments along with a 10% penalty fee, if for any reason the approved project is not completed as prescribed, or if seedlings planted as part of the project are intentionally removed or destroyed (by current or subsequent landowners) within a period of ten (10) years following the project completion date.”*

Attached is an invoice in the amount of $\*. This amount includes the original cost share that you received ($\*) plus the ten percent penalty ($\*). Once the Department of Forestry receives and processes your reimbursement payment, your maintenance obligations under the Reforestation of Timberlands Program will be removed.

If you need any additional forest management assistance in the future, please don’t hesitate to contact your local Department of Forestry Area Forester \*. Thank you!

Sincerely,

Todd A. Groh

Program Manager

Forest Resource Management Branch

Virginia Department of Forestry

900 Natural Resources Drive, Suite 800

Charlottesville, VA 22903

Enclosures (1)

cc: Name