\*Date

\*Addressee

\*Street Address

\*City, State Zip

Dear \*Name:

Per your request to be removed from your 10-year maintenance obligation under the Reforestation of Timberlands Program, 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.

Sincerely,

Todd A. Groh

Program Manager

Forest Resource Management Branch

900 Natural Resources Drive, Suite 800

Charlottesville, VA 22903

Enclosures (1)

cc: Name