

Comment Letter Template for Proposed Rules

The following template outlines a formal comment letter for a proposed federal rule. **Bracketed sections should be personalized with information specific to your comment. Sections in parenthesis are optional but may be included if they are helpful and relevant. Sections in italics are meant to guide you and should not be included in the final comment.** Please contact Sophie Watterson at swatterson@moenviron.org if you have specific questions about completing this template or commenting on proposed rules.

If you belong to an organization or community group, you may include a header with your organization's logo and/or a footer with your organization's contact information (mailing address, email address, web address, fax and/or phone number).

[Date]

[Name of Agency Contact]

[Name of Department (if applicable)]

[Name of Agency]

[Agency Street Address]

[City, State ZIP Code]

Re: [Docket ID #, Document Title]

Dear [Name of Agency Contact],

Thank you for the opportunity to comment on [Document Title]. I am [introduce yourself and/or the organization on whose behalf you are commenting then briefly explain your mission, credentials, and/or interest in the proposed rule].

[I/'your organization name'] would like to [raise the following concerns/propose the following changes/provide evidence for the following sections] regarding [Document Title]:

1. [Statement or phrase describing first point]
2. [Statement or phrase describing second point]
3. [Statement or phrase describing third point]
4. [Etc.]

1. [Restate first point]

[Describe the first point using specific evidence from the proposed rule and referencing specific sections whenever possible; explain why your point is important to the rule/agency/your organization, etc.].

2. [Restate second point]

[Describe the second point using specific evidence from the proposed rule and referencing specific sections whenever possible; explain why your point is important to the rule/agency/your organization, etc.].

3. [Restate third point]

[Describe the third point using specific evidence from the proposed rule and referencing specific sections whenever possible; explain why your point is important to the rule/agency/your organization, etc.].

4. [Etc.]

([I urge/'your organization name' urges] [Name of Agency] to examine the impacts of this proposed rule on [CAFO operations, public drinking water, population of concern, etc.] and consider the points made in this comment.)

Thank you for providing the opportunity to present these comments on [Document Title]. If you have any questions or wish to discuss these comments further, please reach out to [me/'your organization name'] at the contact information below.

Sincerely,

[Your name]

[Your title]

[Your organization's or group's name (if applicable)]

[Phone number]

[Email address]