(Industry Letterhead)

**(Date)**

Amy Moore

Compliance Manager

Triangle WWTP

5926 NC Hwy 55 E.

Durham, NC 27713

**Re: ­­­(Month) (Year) Flow (and Monitoring) Report**

Dear Ms. Moore:

This letter serves as the monthly discharge monitoring report for permit number \_\_\_\_\_\_\_\_\_\_ issued to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Information for this report period is based on the (City of Durham billing statement **OR** Flow meter readings).

NOTE: Sample results for wastewater monitoring can be submitted with this cover letter as well; please note this within the text of the letter.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Flow Type | Flow Report Dates | Total Gallons in Reporting Period | Number of Days in Reporting Period | Monthly Average (gallons per day) |
| Total Site wastewater | (Date) to (Date) |  |  |  |
| Process wastewater | (Date) to (Date) |  |  |  |

“I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to ensure that qualified personnel properly gather and evaluate information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.”

If you have questions, please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of my staff at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 Sincerely,

 *Signature of Authorized Representative*

 (Name of Authorized Representative)