

MOWING AND LANDSCAPE MAINTENANCE DIVISION



State/Federal Authority
State Agency/Private Company
Street Address
City, State, Zip Code

Print Date:

Reference Address:
RE:

Sample Letter

Salutation:

The Mowing and Landscape Maintenance Division inspected the following area (insert area) on (insert date) and noted the following unsightly issue, (insert issue) which may fall under your organization's ability to remedy.

Please initiate an investigation and provide the Mowing and Landscape Maintenance Division with the results of your findings.

For additional information, please contact the Mowing and Landscape Maintenance Division at (904) 472-2910

Respectfully,

Supervisor Name

DEPARTMENT OF PUBLIC WORKS
Mowing and Landscape Maintenance Division
609 St. Johns Bluff Rd. N, Jacksonville, FL 32225
Phone (904) 472-2910 Fax (904) 472-2892 www.coj.net

MOWING AND LANDSCAPE MAINTENANCE DIVISION



City Division Chief
City of Jacksonville Agency
Street Address
Jacksonville, FL 32202

Print Date:

Sample Letter

Reference Address:

RE:

CARE #:

The Mowing and Landscape Maintenance Division inspected the following area (insert area) on (insert date) and noted the following unsightly issue, (insert issue) which may fall under your organization's ability to remedy.

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Standard Operating Procedures Manual
Mowing and Landscape Maintenance Division