

EMS Director's Letter Template

Date:

To:

Subject: _____ (dept.) Director's Letter for FY __/__

The _____ (dept.) has evaluated the environmental aspects of its activities, products and services that it can control and those that it can influence, and their associated environmental impacts, considering a life cycle perspective. Meaningful Objectives and Targets have been developed while considering our significant aspects and impacts, compliance obligations, and risks and opportunities.

A list of the FY __/__ Objectives and Targets is attached.

In addition, _____ (dept.) has conducted its annual review of the department's Emergency and Preparedness Response procedures.

Please feel free to contact our department's Environmental Management Representative (EMR), _____, at ___ - ___ - ____ if there are any questions or concerns.

_____(signature)

(name)

_____(dept.)