|  |  |
| --- | --- |
| defra\_applicationcompanyaddress | Date: DATE |

Dear fullname

**We need more information about your permit application**

Type: defra\_applicationpermitdetails

Site: defra\_applicationsitedetails

Operator: name

Application reference: defra\_applicationnumber

Date received: defra\_submittedon

**We need to know:**

Question 1 from description

Question 2 from description

**You must reply by DD Month YYYY.**

If we don’t get a reply by then, we’ll cancel your application. If we cancel your application, we keep 20% of your application fee to cover our costs to process your application.

It’s quickest to send your reply by email to: defra\_efaultteamemailaddress

Or post it to:

<Enter postal address below. Could this come from the User record in CRM? Would need to be maintained>

Permitting and Support Team

Sheffield

SN1 2FR

Include the application reference defra\_applicationnumber in your reply.

If you have any questions, please contact fullname on <Enter phone number – User?>.

Yours sincerely

fullname

Permitting Support Advisor\Permitting Officer