**Company Name**

***ENVIRONMENTAL CORRESPONDENCE RECORD***

|  |  |  |  |
| --- | --- | --- | --- |
| ***Passed to:*** |  | ***Date:*** |  |
| ***From:*** |  |
| ***Address:*** |  |
| ***Telephone:*** |  | ***Fax:*** |  |
| ***Enquiry details:*** |  |
| ***Response given:*** |  |
| ***Further action required;****(if applicable)* |  |