

# Example Comment Letter



Writing effective comments to the Florida Department of Environmental Protection during the rule-making process can influence the final regulation.

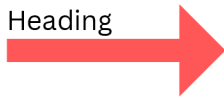
Here is a template for a comment letter to email: [OWP\\_rulemaking@floridadep.gov](mailto:OWP_rulemaking@floridadep.gov)

**DUE AUGUST 30TH**



## Business / Farm Letterhead

Heading



Your Name  
Your Address  
Your Contact Info

Date Sent

Florida Department of Environmental Protection  
Office of Water Policy  
3900 Commonwealth Blvd. #MS 24  
Tallahassee, FL 32399  
850-245-3166  
[OWP\\_rulemaking@FloridaDEP.gov](mailto:OWP_rulemaking@FloridaDEP.gov)

Salutation

Dear Sir, Ma'am,

Body



include opening summary  
specific points, with detail  
closing summary

Regarding the Draft LSFIR Regulatory Strategy, as presented at the July 31, 2024, Workshop, I am writing to share how this potential regulation will negatively impact my business operation.

Point 1

Point 2 (etc)

Summarize Points

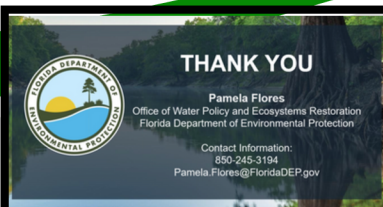
It is critically important that you all address the points listed above. As currently drafted, this rule would be detrimental to my operation and could result in the closure of my business and have significant negative implications for the community, Florida's already fragile agriculture industry, those currently in my employ, and my family.

Closing & Signing

Best regards,

Signature  
Your Typed Name

CONSIDER SENDING A COPY  
TO YOUR LEGISLATORS



FLDEP is accepting public comments on the latest Draft Regulatory Strategy for the proposed Lower Santa Fe and Ichetucknee Rivers and Priority Springs minimum flows. **Written comments may be submitted to [OWP\\_rulemaking@floridadep.gov](mailto:OWP_rulemaking@floridadep.gov)** Please submit public comments by August 30, 2024.

# Tips for an Effective Comment



Writing effective comments to the Florida Department of Environmental Protection during the rule-making process can influence the final regulation.

**Here are some tips to ensure your comments are persuasive & effective:**

## BE CLEAR & CONCISE

- Stick to the Point: Focus on the specific issues or regulations being proposed.
- Organize Your Thoughts: Use bullet points to make your comments easier to follow.

## BE INFORMED

- Read the Proposal: Read thoroughly and understand the regulation's potential impact. Review any supporting materials or background information.
- Research: Look into similar regulations in other states or federal guidelines. This can help you provide informed comparisons or suggest alternative approaches.

## PROVIDE EVIDENCE & DATA

- Support Your Claims: Use scientific data, studies, or expert opinions to back up your arguments. Concrete evidence makes your comment more credible.
- Share Local Impacts: If the regulation affects your business or community, provide specific examples of how it will impact you or others in your area.

## BE SPECIFIC

- Address Specific Sections: If possible, refer to specific sections or clauses of the proposed regulation. Suggest specific changes or provide detailed feedback on particular aspects.
- Offer Alternatives: If you disagree with a proposal, suggest an alternative approach and explain why it might be more effective or less burdensome.
- Share Your Experience: If the proposed regulation affects your daily life or work, share your personal story. Real-world examples illustrate the practical implications of the rule.
- Highlight Positive and Negative Impacts: Balance your comments by acknowledging any positive aspects of the proposal, even if you primarily have concerns. This shows that you've considered the regulation from all angles.

## STAY PROFESSIONAL & RESPECTFUL

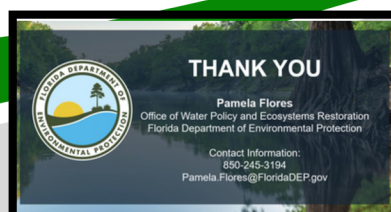
- Maintain a Professionalism: Avoid emotional language; Keep your comments issue focused.
- Be Respectful: A respectful tone increases the likelihood that your comments will be taken seriously.
- Ask for Clarification: If there's something unclear in the proposal, ask for clarification within your comment.

## FOLLOW SUBMISSION GUIDELINES

- Adhere to Deadlines: Make sure your comments are submitted by the deadline.

## REQUEST FOLLOW UP & STAY ENGAGED

- Request a Response: Politely request that FDEP address your concerns in their final rule-making report or in a follow-up communication.
- Follow Up: Stay informed about the rule-making process. Attend public hearings if available, and continue to engage with FDEP as the process unfolds.
- Engage in Further Advocacy: Until the rule is finalized, continue advocating for your position by engaging with other stakeholders, legislators, or the media.



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# SUBMIT COMMENTS

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**Please submit public comments by August 30, 2024.**

## An Effective Comment

Use Bullet Points

Suggest Alternatives

Provide Specific Real-World Examples

Share Your Personal Story

Stick to the Point

Acknowledging any Positive Aspects

Request a Follow Up

**Consider Sending the Comment to your Legislators  
and/or Calling them Direct to share your input**

