

Gilsenan, Michael

From: Maldonado, Jane
Sent: Friday, January 31, 2003 10:24 AM
To: 'Callahan.Kathy@epa.gov'
Cc: Gilsenan, Michael
Subject: FW: EPA LETTERS

-----Original Message-----

From: Radhakrishnan, Krish
Sent: Thursday, January 30, 2003 3:59 PM
To: Maldonado, Jane
Subject: EPA LETTERS



EPA LETTER
HAVC.doc



EPA LETTER
TEST.doc



EPA LETTER CLEAN
TEST.doc



EPA LETTER HVAC
& CLEANING.doc...

{Date}

{Owner/Management Name}
 {Address}
 {City}, {State}, {Zip}

Subject: {Building Address}

Dear {Contact Name}:

This is a follow-up to the request received for participation in the USEPA Indoor Residential Cleaning and Testing Program. Our records indicate that a request was received for the evaluation of HVAC/Exhaust Systems at the common spaces within your building.

In order to expedite the requests please find enclosed a copy of the access agreement. After reviewing the agreement, please complete all necessary information, sign and return the agreement. In order to remain eligible for the program you must be authorized representative of the building owner and your signed agreement must be returned to {Monitoring Contractor} {Address} within **ten (10) business days**. Failure to return a valid signed agreement will be considered a withdrawal of your request.

If you have performed any evaluations, cleaning, and/or testing of the HVAC/Exhaust Systems at your building since September 12, 2001, please forward this information and related documentation regarding these activities with your signed agreement.

If you have any questions regarding the program, please contact {Monitoring Contractor} at {telephone number}. Thank you in advance for your cooperation.

Sincerely,

{Date}

{Owner/Management Name}
 {Address}
 {City}, {State}, {Zip}

Dear {Contact Name}:

This is a follow-up to the request received for participation in the USEPA Indoor Residential Cleaning and Testing Program. Our records indicate that a request was received for environmental testing at the common spaces within your building.

In order to expedite the requests please find enclosed a copy of the access agreement. After reviewing the agreement, please complete all necessary information, sign and return the agreement. In order to remain eligible for the program you must be an authorized representative of the building owner and your signed agreement must be returned to {Monitoring Contractor} {Address} within **ten (10) business days**. Failure to return a valid signed agreement will be considered a withdrawal of your request.

If you have any questions regarding the program, please contact {Monitoring Contractor} at {telephone number}. Thank you in advance for your cooperation.

Sincerely,

{Date}

{Owner/Management Name}
{Address}
{City}, {State}, {Zip}

Dear {Contact Name}:

This is a follow-up to the request received for participation in the USEPA Indoor Residential Cleaning and Testing Program. Our records indicate that a request was received for cleaning and testing at the common spaces within your building.

In order to expedite the requests please find enclosed a copy of the access agreement. After reviewing the agreement, please complete all necessary information, sign and return the agreement. In order to remain eligible for the program you must be an authorized representative of the building owner and your signed agreement must be returned to {Monitoring Contractor} {Address} within **ten (10) business days**. Failure to return a valid signed agreement will be considered a withdrawal of your request.

If you have any questions regarding the program, please contact {Monitoring Contractor} at {telephone number}. Thank you in advance for your cooperation.

Sincerely,

{Date}

{Owner/Management Name}
 {Address}
 {City}, {State}, {Zip}

Subject: {Building Address}

Dear {Contact Name}:

This is a follow-up to the request received for participation in the USEPA Indoor Residential Cleaning and Testing Program. Our records indicate that a request was received for the evaluation of HVAC/Exhaust Systems and/or cleaning and testing at the common spaces within your building.

In order to expedite the requests please find enclosed a copy of the access agreement. After reviewing the agreement, please complete all necessary information, sign and return the agreement. In order to remain eligible for the program you must be an authorized representative of the building owner and your signed agreement must be returned to {Monitoring Contractor} {Address} within **ten (10) business days**. Failure to return a valid signed agreement will be considered a withdrawal of your request.

If you have performed any evaluations, cleaning, and/or testing of the HVAC/Exhaust Systems at your building since September 12, 2001, please forward this information and related documentation regarding these activities with your signed agreement.

If you have any questions regarding the program, please contact {Monitoring Contractor} at {telephone number}. Thank you in advance for your cooperation.

Sincerely,