



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION III
1650 Arch Street
Philadelphia, Pennsylvania 19103-2029

Certified Mail
Return Receipt Requested

(FACILITY CONTACT)

RE: **(FACILITY NAME)**

Dear **(CONTACT)**:

On behalf of the United States Environmental Protection Agency ("EPA"), I would like to thank you for meeting on **(DATE OF MEETING)** to discuss investigating and remediating the **(FACILITY NAME AND LOCATION)** in accordance with the federal Resource Conservation and Recovery Act ("RCRA") Corrective Action Program. During the meeting, the Region discussed conducting corrective action at your site using a Facility Lead Agreement (Agreement).

EPA requests that **(FACILITY NAME)** document its decision to participate in the Region's Facility Lead Program by responding with a Letter of Commitment acknowledging its understanding and acceptance of the goals and expectations described in the enclosed Facility Lead Agreement. We believe the Region's Facility Lead Program will offer benefits to all parties and provides a means to achieve these critical corrective action goals in a streamlined and expeditious manner. We would appreciate receiving **(FACILITY NAME)**'s Letter of Commitment within thirty days of your receipt of this letter. EPA will treat receipt of your signed Letter of Commitment as initiation of corrective action and a commitment by **(FACILITY NAME)** to perform the requirements set forth in the enclosed Agreement.

EPA looks forward to working with you to achieve the goals of the Corrective Action Program. If you have any questions regarding this letter, please contact me at 215-814-**(XXXX)** or **(RPM)** of my staff at 215-814-**(XXXX)**.

Sincerely,

(BRANCH CHIEF), Chief
(BRANCH NAME) Branch

Attachment

cc: **(STATE CONTACT)**