

[DATE]

[NAME]
[COMPANY]
[ADDRESS]
[CITY, STATE, ZIP]

Re: Voluntary Cleanup Agreement
[NAME OF PROJECT, ECSI #]

Dear [NAME]:

Enclosed are two copies of the Voluntary Cleanup Letter Agreement to cover the Oregon Department of Environmental Quality's (DEQ) review of investigation and/or cleanup activities performed for the [SITE], and any additional investigation/cleanup activities that may need to be performed.

Please sign both copies of the Letter Agreement and return one copy and the \$5,000 deposit check made payable to the Department of Environmental Quality by [DATE.] If circumstances have changed since you signed the VCP intent-to-participate form and you are no longer interested in DEQ review, a courtesy call is appreciated so that staff may be promptly reassigned to the next priority site. If the letter agreement and deposit are not received by [DATE], the DEQ will remove your site from the VCP waiting list and staff will be reassigned.

Please contact me directly at [PHONE] if you have any questions or are unable to return the letter agreement and deposit. We look forward to working with you.

Sincerely,

[NAME]
Voluntary Cleanup Representative
[DEQ] Region

Enclosure: Voluntary Cleanup Letter Agreement
cc: File

Before