

**EXAMPLE LETTER – NAME CHANGE**

William F. Durham, Director  
WV Department of Environmental Protection  
Division of Air Quality  
601 57<sup>th</sup> Street, SE  
Charleston, WV 25304

Re: **Name Change**  
**Permit No.**           (permit #)            
**Plant ID No.:**           (ID #)          

Corporation's Federal Employer I.D. Number \_\_\_\_\_

Dear Director Durham:

We are by this letter advising you that we,           (company)          ,           (will change/have changed)           the name of our           (facility name)           located at           (street address, city, state, zip)           from           (existing/old name)           to           (new name)          , effective           (date)          .

This facility was granted Permit No.           (permit #)           on           (date)          .

I certify that the permitted facility identified above is in compliance with all the provisions and requirements of the referenced permit and request that you acknowledge the transfer of this permit to the new name of the permitted facility identified above.

If you have any questions concerning this request, please contact the undersigned at           (telephone number and/or email address)          .

Sincerely,

\_\_\_\_\_  
Responsible Official