

EXAMPLE: LETTER FROM BUYER

John A. Benedict, Director
WV Department of Environmental Protection
Division of Air Quality
601 57th Street, SE
Charleston, WV 25304

Re: Transfer of Permit(s)
R13 - (permit #)
Plant ID No.: (ID #)

Corporation's Federal Employer I.D. Number _____

Dear Director:

We are by this letter advising you that we, a subsidiary of (parent company) , (will purchase) or (have purchased) a (type of plant) located at street/route no., city, state, zip code) from (existing/old owners name) effective (date) . However, the name of the facility will remain the same.

The previous owners of the identical facility were granted Regulation 13 Permit No. R13- (permit #) to construct the facility on (date) and have provided our company with a copy of the permit application and Permit No. R13- (permit #) .

We have reviewed the application and the permit and understand the facility's permitted design conditions, emission limitations and other required operating conditions established within the application and/or permit. We agree to abide by and comply with all these provisions, and therefore, request that you acknowledge transfer of Permit R13- (permit #) to our company.

The previous owner will confirm the transfer of ownership and will request your acknowledgment of the transfer of the permit to our company. If you have any questions concerning this matter, please contact the undersigned or (name) at (telephone number) .

Also attached is a written agreement between (name of buyer) and (name of seller) reflecting the date of transfer of the permit and permit responsibility.

The correct company name, address, and telephone number to be referenced or included on any further correspondence are: (company address and telephone) .

Sincerely,

President or CEO of Company
Being Assigned Permit