

EXAMPLE: LETTER FROM SELLER

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 #)

Dear Director:

We are by this letter advising you that we (are in the process of selling) or (have sold) all interests in our (type of plant or facility granted the permit referenced below) located at (street/route no., city, state, zip code) to (new owner's name and address) effective (date of sale) and will have no further responsibility for the operation of this facility after (date).

This plant was granted a Regulation 13 permit, Permit No. (permit #) to construct by your office dated (date).

I certify that this 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 owner and operator of the permitted facility identified above.

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.

If you have any questions concerning this request, please contact the undersigned or (name) of our company at (telephone). (Name of contact) of (new company) should be contacted to provide any information needed from the new owner at (telephone).

Sincerely,

President or CEO of Company
Selling Permitted Facility