

**EXAMPLE
TRUSTEE NOTIFICATION LETTER**

Name of Trustee Person
Office
Trustee Agency
Address

Dear Ms/Mrs./Mr. _____:

In accordance with Section 104(b)(2) of the Comprehensive Environmental Response, Compensation and Liability Act, as amended by the Superfund Amendments and Reauthorization Act (CERCLA/SARA) and 40 CFR Part 300 (the National Oil and Hazardous Substances Pollution Contingency Plan), I am writing to formally notify you that the (insert name of installation) has determined from ongoing assessments or investigations that potential injuries to natural resources may have resulted from releases of CERCLA hazardous substances, pollutants, or contaminants at the (insert name of installation).

~~_____ (insert name of installation) asks that you identify resources under your trusteeship on or in the vicinity of (insert name of installation).~~ For your convenience, a brief description of (insert name of installation) is included in Enclosure 1.

Please provide your specific concerns regarding the contamination, the response action, and the natural resources at (insert name of installation) to (insert name and address of receiving POC at installation) within 45 days of receipt of this letter.

The point of contact for this action is (insert POC name) at (insert commercial phone number).

Sincerely,

Name of Person
Position

Enclosure

