**Memorandum**

**TO:** Petroleum Restoration Program, Team 1

**Through:** Supervisor (Susan Fields for Local Programs, Team 5 or Team 6)

**FROM:** Site Manager

**SUBJECT:**  Site Transfer Memo

 [OGC File No. xx-xxxx]

 [Facility Name]

 [Facility Street Address]

 [City, xxx] County

 FDEP Facility ID# [xxxxxxxxx]

 Discharge Date[s]: [Date(s)

**DATE:**

­­­­­­­­As per the attached documentation, the referenced site is being transfer for [cost recovery consideration or enforcement] as a result of [property transfer, issuance of an SCRO (with or without conditions), or a decision by the Department to no longer fund additional cleanup work].

To date, an amount of [expenditure amount] has been expended from the Inland Protection Trust Funds on site assessment and cleanup activities.

If you have any questions, please contact me at (123)456-7890.

Attachments: Warrantee of deed indicating property was transferred from Grantor to

 Grantees;

 Copy of the SRCO (wo/w Conditions);

 Copy of correspondence letter to Grantor stating the Department will no

 fund additional cleanup and/or remediation activities;