

**COVER LETTER ON LETTERHEAD TO NON-SOURCE  
PROPERTY OWNER REQUESTING SITE ACCESS**

*[Contractor may make a personal visit to obtain permission for site access & not use this letter. Some owners are not local, therefore an explanatory cover letter is necessary. This is ONLY an example, where the language does not meet the actual circumstances, contractors should adjust the language accordingly. Sending Certified Mail, return receipt requested is optional. Please discuss with the appropriate site/project manager.]*

**CERTIFIED MAIL  
RETURN RECEIPT REQUESTED #**

[Date]

*[insert non-source property owner(s) name  
and mailing address]*

RE: [Source Facility/Property Name]  
[Source Facility/Property Address]  
[city, county], Florida  
Discharge Dates (if known):

Dear M[*property owner(s)*]:

This letter is in regard to the cleanup of contamination at the above referenced location. Preliminary assessment data indicate that contaminants may also be present in the soil and/or groundwater beneath your property located at \_\_\_\_\_, [City], Florida. Before assessment and cleanup can be conducted, some work on your property is necessary. Therefore, we need to obtain access to your property to locate contamination, determine contamination levels and, if necessary, remove and remediate contamination. Please see the attached site access agreement (Attachment 1) that provides more specific information about these activities and would provide permission to access your property to conduct these activities.

Our company \_\_\_\_\_, was selected by the Florida Department of Environmental Protection to conduct this work. ***{{PRP- if an ATC was selected by an owner/RP please state "Our company, \_\_\_\_\_, is an agency term contractor with the Florida Department of Environmental Protection and was selected by [RP/Source Owner name] to conduct this work."}. [Consider discussing any other information that may be useful and attaching the WO/TA document, eligibility order, or other information you think may be useful.]*** If you require more information about the proposed activities, the proposed access agreement, or our company, please contact me. Otherwise, please sign

Owner's last name

Date

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the attached access agreement and return to me at *[provide an email address and a mailing address and OR "the address contained in the letterhead above."]* by \_\_\_\_\_, 201\_\_\_. *[provide a **specific date** in bold which is no less than 14 and no more than 21 days from the date this letter will be mailed- if the property owner's address is out of the country or there are multiple property owners of the same property not living at the same address-provide 30 days.]*

A quick and effective cleanup will help safeguard the value of your property as well as the supply of clean water, consequently, I hope you will grant access. If you have any questions regarding this letter, or if you wish to discuss the nature of the proposed work, please contact me at (\_\_\_\_) \_\_\_\_-\_\_\_\_ or by email at \_\_\_\_\_@\_\_\_\_\_.

Sincerely,

**[insert name, title]**

Attachment: Permission to Enter Property *[There is a 'short form template' & 'long form template' for off-site access as owners prefer; if necessary, discuss with the project/site manager which template to send.]*

*[List any other attachments that you may be including. Be sure to discuss them in the cover letter]*

Enc with attachments: *[insert FDEP Project/Site Manager, title, and email address -PRP, if there is a local program site manager include both the LP site manager and the FDEP contact for that county]*