

EXAMPLE: LETTER FROM SELLER

William F. Durham, Director
WV Department of Environmental Protection
Division of Air Quality
601 57th Street, SE
Charleston, WV 25304

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

Dear Director:

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

This source was granted a (Rule 13 Permit/ General Permit/ Title V Permit) to construct, Permit No. (permit #), by the Division of Air Quality, on (date).

I certify that the above identified permitted facility is in compliance with all provisions and requirements of the referenced permit, and request that you acknowledge the transfer of this permit to the new owner and operator.

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

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

Sincerely,

President or CEO of Company