

EXAMPLE: LETTER – NAME CHANGE

Laura M. Crowder, Director
WV Department of Environmental Protection
Division of Air Quality
601 57th Street, SE
Charleston, WV 25304

Re: Name Change
Plant ID No.: (ID #)
Permit: (permit #)

Corporation's Federal Employer I.D. Number _____

Dear Director:

By this letter, we are advising you that we, (company name), (will change/have changed) the name of our (facility name) located at (street/route no., city, state, zip code) from (current company name) to (new company name) effective (date).

This source was granted 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 name of the permitted facility identified above.

If you have any questions concerning this request, please contact the undersigned or (contact individual) of our company at (telephone & email address).

Sincerely,

President or CEO of Company