

Date: [Insert Date]

To:

[Recipient Name]

[Recipient Title]

[Company Name]

[Address]

RE: Environmental Risk Assessment for Property: [Property Address/Legal Description]

Dear [Recipient Name],

In connection with the proposed [acquisition/financing/lease] of the above-referenced property, this letter serves to formally request the commencement of an Environmental Risk Assessment.

To ensure compliance with environmental regulations and to mitigate potential liabilities, we require the following reports to be completed by a qualified environmental professional:

- **Phase I Environmental Site Assessment (ESA):** To identify recognized environmental conditions (RECs) in accordance with ASTM E1527-21 standards.
- **Regulatory Records Review:** Investigation of historical land use, underground storage tank (UST) registrations, and hazardous waste records.
- **Site Inspection:** A physical walkthrough to identify signs of spills, chemical storage, or potential asbestos and lead-based paint hazards.

Please provide a copy of any existing environmental reports, "No Further Action" (NFA) letters, or previous remediation documentation currently in your possession by [Date].

The final assessment report must be delivered to [Company Name/Department] no later than [Date]. This assessment is a critical condition for the progression of the current transaction.

Should you have any questions regarding the scope of this assessment or require access to the property for the environmental consultant, please contact [Contact Name] at [Phone Number] or [Email].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Company Name]