

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

RE: Notice of Phase Two Environmental Site Assessment

Project Site: [Property Address/Description]

Dear [Recipient Name],

This letter serves as formal notification that a Phase Two Environmental Site Assessment (ESA) is scheduled to be conducted at the property located at [Property Address].

The purpose of this assessment is to further investigate recognized environmental conditions (RECs) identified during the Phase One ESA. This process involves the collection and analysis of soil, groundwater, and/or soil vapor samples to determine the presence and extent of potential subsurface contamination.

Fieldwork Schedule:

- **Start Date:** [Date]
- **Estimated Duration:** [Number of Days]
- **Work Hours:** [Start Time] to [End Time]

Scope of Activities:

The assessment will be performed by [Consulting Firm Name]. Field activities will include [list specific activities, e.g., advancement of soil borings, installation of monitoring wells, and sampling]. You may observe drilling equipment and technical personnel on-site during this period.

Site Access:

We request your cooperation in providing access to [specific areas of the property]. We will make every effort to minimize disruption to daily operations and will ensure the site is restored to its previous condition upon completion of the fieldwork.

Should you have any questions regarding the scope of work or the schedule, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Thank you for your cooperation in this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]