

[Date]

To: [Parents, Guardians, Staff, and Building Occupants]
From: [Name of School/Organization Office]
Subject: Notification of Updated Asbestos Management Plan

Dear Stakeholders,

In accordance with the Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), this letter serves as formal notification that the Asbestos Management Plan for [Name of Building/Facility] has been recently updated.

The updated plan includes results from recent periodic surveillance, re-inspections, and any response actions taken to maintain a safe environment. The management plan is designed to ensure that any asbestos-containing building materials remain in good condition and do not pose a health risk to students, staff, or visitors.

The updated Asbestos Management Plan is available for review during normal business hours at the following location:

[Physical Address of Office/Location]
[Contact Person Name/Title]
[Phone Number]

Should you have any questions regarding the management plan or the specific actions being taken to ensure the safety of our facilities, please contact our designated Asbestos Program Manager at [Phone Number/Email].

Sincerely,

[Signature]
[Printed Name]
[Title/Position]