

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

**RE: Notice of Environmental Testing Protocol - [Property Address/Project Name]**

Dear [Recipient Name],

This letter serves as formal notification regarding the established protocols for upcoming environmental testing at [Property Address]. These procedures have been developed to ensure accurate data collection and compliance with [Local/State/Federal] regulatory standards.

**1. Scope of Testing**

The testing will include the collection and analysis of [Type of media, e.g., soil, groundwater, air quality] to identify the presence and concentration of [Specific substances, e.g., volatile organic compounds, lead, asbestos].

**2. Testing Schedule**

Fieldwork is scheduled to commence on [Start Date] and is expected to be completed by [End Date]. Testing will occur daily between the hours of [Start Time] and [End Time].

**3. Methodology**

Samples will be collected by [Company Name] using the following methods:

- [Description of method 1, e.g., Borehole drilling]
- [Description of method 2, e.g., Sub-slab vapor pins]
- [Description of method 3, e.g., Surface water grabbing]

All samples will be processed by a certified third-party laboratory.

**4. Site Access and Safety**

Personnel will require access to [Specific Areas of Property]. We request that these areas be cleared of obstructions prior to the start date. All technicians will adhere to standard Safety and Health protocols, including the use of Personal Protective Equipment (PPE).

**5. Reporting of Results**

A final report summarizing the findings will be issued on or about [Projected Date]. A copy of this report will be provided to [Relevant Parties/Agencies].

If you have any questions regarding these protocols or require further clarification, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]  
[Company Name]