

[DATE]

[NAME]  
[COMPANY]  
[ADDRESS]  
[CITY, STATE, ZIP]

<p><b>Plain Language Improvements:</b></p> <ul style="list-style-type: none"><li>● Friendly tone</li><li>● Direction on how to join program clarified</li><li>● Request separated into different paragraphs</li></ul>
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Re: Voluntary Cleanup Agreement  
[NAME OF PROJECT, ECSI #]

Dear [NAME]:

Enclosed are two copies of the Voluntary Cleanup Letter Agreement to cover the Oregon Department of Environmental Quality’s (DEQ) review of investigation and/or cleanup activities performed for the [SITE], and any additional investigation/cleanup activities that may need to be performed.

Please sign both copies of the Letter Agreement and return one copy and the \$5,000 deposit check made payable to the Department of Environmental Quality by [DATE.] If circumstances have changed since you signed the VCP intent-to-participate form and you are no longer interested in DEQ review, a courtesy call is appreciated so that staff may be promptly reassigned to the next priority site. If the letter agreement and deposit are not received by [DATE], the DEQ will remove your site from the VCP waiting list and staff will be reassigned.

Please contact me directly at [PHONE] if you have any questions or are unable to return the letter agreement and deposit. We look forward to working with you.

Sincerely,

[NAME]  
Voluntary Cleanup Representative  
[DEQ] Region

Enclosure: Voluntary Cleanup Letter Agreement  
cc: File