

TECHNICAL ASSISTANCE REQUEST TEMPLATE

[Date]

Emily Patchen
Ohio EPA-DERR-CO
Assessment, Cleanup and ReUse Section
P.O. Box 1049
Columbus, Ohio 43216-1049

Re: Request for Voluntary Action Program (VAP) Technical Assistance for [name of project] property located at [physical address of property].

Dear Emily:

The purpose of this letter is to inform you of my request for VAP technical assistance to review [name of project] for the above mentioned property.

The specific assistance I am requesting is [Enter detailed description of technical assistance requested. Also include any applicable attachments, if necessary].

I am aware that I will be charged an hourly rate, plus fringe and overhead for the technical assistance. Please have the technical staff member assigned to this project contact me at [telephone no.].

The contact for this project will be [NAME OF CONTACT; if contact named is a certified professional or consultant, please also provide the name of the contact affiliated with the volunteer directly involved with the project]. You may reach our project contact(s) at [VOLUNTEER CONTACT'S PHONE #(s)].

The invoice for technical assistance should be sent to the following address:

Mr. John Doe, President [billing contact]
Industrial Business of America [company to be billed]
4321 Industrial Drive [mailing address]
Anytown, OH 12345 [City, State, Zip]

Sincerely,
John Doe, President

Attachments