



Department of
Environmental Quality

Leaking Underground Storage Tanks

P.O. Box 200901

Helena MT 59620-0901

(406) 841-5000

CAP AC-00

SAMPLE COVER LETTER for an
ABBREVIATED CORRECTIVE ACTION PLAN AND BUDGET

(Letter head: Consultant Name, Address, Phone Number, and E-Mail Address)

Date

Mr./Ms. Owner/Operator or Contact Person

Mailing Address

City, MT Zip Code

RE: Abbreviated Corrective Action Plan and Budget for [task(s)] for the Petroleum Release at
(Name of Facility), (Street Address), (Town), (County), Montana; Facility ID (Number),
Release (Number), Work Plan ID (Number)

Dear Mr./Ms. Owner/Operator or Contact Person:

(Consultant) is pleased to present this Abbreviated Corrective Action Plan (CAP) and Budget for
(for example, groundwater monitoring and soil-vapor extraction (SVE) system exhaust sampling) as
requested by the Department of Environmental Quality (DEQ) in a letter dated (date). The purpose
of this task(s) is to obtain (for example, current groundwater contaminant concentrations and SVE
system exhaust data to be evaluated in future decision-making processes).

Groundwater-monitoring wells (monitoring well identification/names) will be (for example, gauged
and sampled from the upper 24-inches of the water column with a disposable bailer using no-purge
methodology). One sample from each well will be collected into (appropriate sample container),
preserved, and shipped in a cooler with a chain-of-custody form to (laboratory name) for (for
example, VPH Massachusetts Method analysis). Upon receipt of the laboratory analytical report,
(Consultant) will forward a copy of the laboratory report, depth-to-water level measurements, and
SVE system exhaust measurements under a cover letter report (abbreviated report format) to DEQ
for review.

It is a pleasure to be of service to you. If you have questions or comments, please feel free to
contact me (at contact information).

Sincerely,

(Consultant project manager)
(Firm)

Enc: Task and Budget worksheet

cc & cc: DEQ Project Manager