

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

D A T E

N A M E  
C O M P A N Y  
A D D R E S S L I N E  
C I T Y , S T A T E Z I P C O D E

Re: N A M E v. N A M E  
N A M E  
Case No.

Dear N A M E:

As part of the internal procedures of N A M E, one and the same as N A M E, it has been requested that we perform an environmental inspection of the subject property in the above referenced case.

The purpose of this letter is to inform you of this wish and to request your consent to this inspection.

Enclosed you will find a Notice Under Fair Debt Collection Act. If you have any questions, please feel free to call.

Sincerely,

N A M E

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