



Department of Energy & Environmental Protection
Bureau of Water Protection and Land Reuse
Remediation Division
UST Petroleum Clean-up Program
79 Elm Street, Hartford, CT 06106-5127
(860) 424-3370 www.ct.gov/deep/ustcleanup

Date

Applicant Name: «Applicant»
Site Name: «SiteName»
Site #: «SiteNo»
Claim #: «ClaimNo»

Dear Sir/Ms.:

Attached please find the staff's Recommendation to award \$XX and reject \$XX regarding your reimbursement application referenced above. You may respond prior to the date noted below with additional information or comments. After staff review you will be provided with a finalized Staff Recommendation for your consideration. You are also encouraged to promptly call me as to your course of action.

If you accept the Recommendation, please promptly sign the attached applicant response form and assure its receipt by DEEP prior to

_____, so that DEEP may expedite the claim's approval process.

If after receiving staff's finalized Recommendation you remain in disagreement and do not accept the recommendation please respond accordingly on the attached applicant response form. Staff will schedule a meeting date for you with the Director of the Remediation Division to further discuss your claim and staff's Recommendation.

If you **do not** respond by the date noted above, DEEP will move forward with disposition of the claim as recommended by staff.

If you have any questions regarding this notice, please contact me at (860) 424-XXXX. I look forward to your cooperation in this matter.

Sincerely,

(Technical Staff Member)
Environmental Analyst
UST Petroleum Clean-up Program

Attachments