

Comfort Letter

[date]

[Addressee]

Dear [Addressee]

[Company name] has informed the Regional Water Quality Control Board, [name] Region ("Regional Board") that it intends to sell its property located at [address] in [name] county ("Site"). Since [year] the Regional Board has been the lead agency in connection with the investigation and remediation of soil and groundwater contamination at the Site. Over the past [number] years, [Company name] has cooperated fully with the Regional Board, and it has committed to do so in the future.

**[HERE, SUMMARIZE TECHNICAL WORK DONE AND STATUS, FOR EXAMPLE:** An extensive subsurface investigation has been conducted at the Site. Technical reports submitted by [Company name]'s consultants indicate that [number] borings were drilled where evidence existed of potential pollutant releases. Remediation ultimately was required in [number, if appropriate] locations. [xxx areas have been remediated to closure and one area continues to be remediated by soil vapor extraction. A risk assessment was developed to determine appropriate remedial cleanup levels at the Site and the Regional Board reviewed and approved the cleanup levels. [Company name] also has installed [number] groundwater monitoring wells to characterize groundwater contamination. In [year] the Regional Board approved implementation of a groundwater treatment program which continues to be operational today.

The Regional Board considers [Company name] to be the primarily responsible party in connection with the remediation of contamination at the Site, and the Regional Board expects that [Company name] will continue to implement the current remedial action plan until closure is obtained. The Regional Board does not pursue prospective purchasers or their lenders where the primarily responsible party has the financial resources necessary to conduct the remediation, and where that responsible party is satisfactorily engaged in active remediation.

Please contact me if you have any additional questions.

[name]  
Executive Officer