

**EXAMPLE: LETTER FROM BUYER**

Laura M. Crowder, Director  
WV Department of Environmental Protection  
Division of Air Quality  
601 57<sup>th</sup> Street, SE  
Charleston, WV 25304

**Re: Transfer of Permit(s)**  
**Plant ID No.: (ID #)**  
**Permit: (permit #)**

Corporation's Federal Employer I.D. Number \_\_\_\_\_

Dear Director:

By this letter, we are advising you that we, (company name), (will purchase or have purchased) the (facility name) located at (street/route no., city, state, zip code) from (selling company's name) effective (date). However, the name of the facility will remain the same.

The previous owners of the facility were granted a (Rule 13 Permit/ General Permit/ Title V Permit - to construct, Permit No. (permit #), on (date). They have provided our company with a copy of the permit application and the current/active permit.

We have reviewed the application and the permit and understand the facility's permitted design conditions, emission limitations and other required operating conditions established within the application and/or permit. We agree to abide by and comply with all these provisions, and therefore, request that you acknowledge transfer of Permit (permit #) to our company.

The previous owner will confirm the transfer of ownership and will request your acknowledgment of the transfer of the permit to our company. If you have any questions concerning this matter, please contact the undersigned or (name) at (mailing address, telephone number & email address).

Also attached is a written agreement between (name of buyer) and (name of seller) reflecting the date of transfer of the permit and permit responsibility.

The following information indicates the correct company name, address, and telephone number to be referenced and included on any further correspondence:  
(company address and telephone).

Sincerely,

President or CEO of Company