

[City/Town Letterhead]

[Date]

Address

Attn:

Re: Local Emergency Planning Committee

Dear *:

As you may be aware, the *City/Town of * government is required under the federal Emergency Planning and Community Right-to-Know Act to have a Local Emergency Planning Committee (LEPC). The activities of this committee include maintenance of a Community Emergency Response Plan for chemical accidents, receiving chemical reports from subject facilities, and making that information available to the public.

Currently, *City/Town of * LEPC is reorganizing and soliciting individuals for participation. Since your facility is subject to the reporting provisions of EPCRA and plays a vital role in the emergency planning process, it would be valuable to have an individual from your facility become an active member on *City/Town of *LEPC. I would like to extend an invitation for your facility to participate. Please notify me as soon as possible with your response, such expertise and knowledge would be of great value to the LEPC.

The LEPC meets x times per month at (time) on the * day of the month. The meetings begin promptly and last no more than * hour*s unless there is a special presentation or a special situation that needs to be addressed.

My mailing address is * or you can contact me by email at * or reach me by phone at *.

Sincerely,

LEPC Chairperson

cc: *