**VOLUNTARY CLEANUP PROGRAM**

**BOILERPLATE**

**ADMINISTRATIVE LETTER**

**PROJECT TERMINATION**

**BY CUSTOMER**

**Adopted July 2008**

[DATE]

[NAME]

VCP Unit Manager

Department of Ecology

Toxics Cleanup Program, [REGION]

[STREET ADDRESS]

[CITY, STATE] [POSTAL CODE]

**Re: Termination of VCP Agreement for the following Site:**

* **Site Name:** [SITE NAME]
* **Site Address:** [SITE ADDRESS]
* **Facility/Site No.:** [SITE NUMBER]
* **VCP Project No.:** [PROJECT NUMBER]

Dear [REGIONAL VCP UNIT MANAGER]:

[We are / I am] terminating the VCP Agreement governing Project No. [PROJECT NUMBER]. The Project involved the cleanup of the [SITE NAME] facility (Site). This notice is being provided in accordance with the terms of the Agreement. Based on that Agreement, [we / I] understand that:

1. The effective date of termination will be the date Ecology receives this letter.

2. [We / I] remain responsible for any costs incurred by Ecology under the Agreement before the effective date of termination.

[PLEASE EXPLAIN BRIEFLY WHY YOU ARE WITHDRAWING FROM THE VCP.]

If you have any questions about this notice, please contact me at [PHONE NUMBER].

Sincerely,

[PROJECT MANAGER]

[ORGANIZATION]

[AUTHOR INITITALS]: [SECRETARY INITIALS]