

Company Name
Address
Municipality, Province, Postal Code
Phone Number

The Regional Municipality of York
Public Works Department
Attn: Environmental Monitoring and Enforcement (145HWP)
17250 Yonge Street
Newmarket, ON L3Y 6Z1

To Whom It May Concern:

Company Name requires environmental site information pertaining to the following property:

Insert Property Address Here

We would like to know of any records or notices regarding the following:

- 1.
- 2.
- 3.

Please find payment enclosed to cover the cost of this application.

Please contact us with any questions.

Thank you,

Manager
Company Name