ABC Company

Address, City, Province, Postal Code

Phone Number

The Regional Municipality of York

Environmental Monitoring and Enforcement  
380 Bayview Parkway  
Newmarket, Ontario  
L3Y 4W3

Attention: Environmental Monitoring and Enforcement

To Whom It May Concern;

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

**Street Address Here (or legal description of lot)**

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

1.

2.

3.

Please find enclosed a cheque for $150 to cover the cost of this application.

Please contact us with any questions.

Thank you,

Manager, ABC Company