Residential Results Letter Template

<DATE>

<HOMEOWNER NAME>

<ADDRESS>

<TOWN, ME, ZIP>

Re: Results from the Recent Testing of Your Water Supply and Filtration System

Dear <HOMEOWNER NAME>:

This letter provides you with the results of the water test conducted on the samples collected from your filtration system on <DATE>. Samples were collected from taps positioned before, between, and after your filter vessels. All samples were analyzed by <LABORATORY NAME> and tested for the presence of per and polyfluoroalkyl substances (PFAS).

According to your results, <your filtration system is working as it should be> or <your filtration system needs maintenance so we will contact the filtration company to schedule the service.>. The laboratory report, which includes the analysis results for your well water, is attached. While we have completed an initial review of your results, the Department of Environmental Protection (DEP) has not yet run the data through their quality assurance process. DEP will contact you directly if their review impacts your results.

If you have any questions, please contact the DEP Project Manager, <Project Manager Name>, at <Project Manager Phone Number> or via email at <Project Manager Email>.

Sincerely,

<Consultant Name>

<Contact Information>