Date: 16 January 2020

To: DOEE Asbestos Team

From: Company Name

Subject:  Variance Request for (Variance Type)

DOEE Asbestos Team,

[Asbestos Abatement Contractor] is currently conducting work under Permit [Permit Number, if known], located at [Facility Address]. We are abating [Quantity of Material AND Type of Material] via [Engineering Controls / Type of Containment]. We would like to request [Nature of Request], because [Justification for Request].

If you have any questions or concerns with this request, please see our contact information below.

Thank you,

Name

Position

Company

Desk:

Cell:

E-mail: