



Date

Owner

Address

City, State Zip

Dear Owner:

On **Investigation Date**, a lead risk assessment was conducted at the property you own at **Address**, and on **Orders Date**, Lead Hazard Control Orders were issued by the [health department name].

If you do not believe the lead abatement work will be completed by the **Deadline Date** deadline, you may request an extension. Please complete the enclosed extension request form and mail it to the address or fax it to the number provided. Be sure to include any and all efforts you have made to complete the work, including estimates, tentative completion dates, and the names of individuals to whom you have spoken. Please be specific with this information; otherwise, the extension request will not be approved.

If you have any questions, please call me at [phone number].

Sincerely,

[contact person]

[health department name]