



My Company Name
1234 My Company Address
Huntington Beach, CA 92648

<Date>

Mary Landlord
Property Owner, Inc.
123 Main Street, Suite A
Anytown, CA 91234-5678

Re: Hazardous Materials Business Plan Notification

Dear Ms. Landlord:

State law (Health and Safety Code §25507) requires that the owner/operator of any facility which must establish and implement a Hazardous Materials Business Plan (Business Plan), and is located on leased or rented real property, must provide the owner of the property with written notification that the facility is subject to and in compliance with Business Plan requirements (i.e. H&SC §25505.1).

Please note that a Business Plan has been prepared for the following facility:

My Company Name
1234 My Company Address
Huntington Beach, CA 92648

If you would like a copy of the Business Plan, one will be provided to you within five working days after receipt of your request. A copy of this notification letter will be kept at our facility.

If you have questions, please contact the undersigned.

Sincerely,

Jane Doe

Jane Doe
Vice President of Operations

cc: compliance file