[Company Letterhead]

 [Company Name]

 [Signatory Full Name]

 [Company Street Address]

 [City, State, Zip]

 [Country]

 [Today’s Date]

EV-CIS Team
c/o CGI Federal, Inc.
12601 Fair Lakes Circle
Fairfax, VA  22033

Dear EV-CIS Team:

The purpose of this letter is to request that EPA deactivate the role of Company Approving Official (CAO) for [CAO Full Name] for [Company Name]’s EPA manufacturer code [3-character EPA Manufacturer Code of Company].

Regards,

/S/

[Signatory Full Name]

[Signatory Email Address]

[Signatory Phone Number]