UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

August 1, 2017

Mr. John Smith, Director ACME Agency

200 North Monitoring Street Anywhere, US 12345

Project ID: 01-1234 Dear Mr. Smith:

On May 20, 2016, a corrective action plan (CAP) was submitted by the ACME Agency to the EPA Region X, which addressed the findings identified in the ACME 2016 Technical Systems Audit (TSA). During this past year, ACME has implemented corrective action measures as described in the 2016 CAP, providing EPA with both verbal and written progress updates at routine intervals. As of July 28, 2017, all issues identified in the 2016 TSA report have been successfully resolved by your agency.

I appreciate your agency’s participation in the TSA, as well as the diligence of your staff to address the issues that were identified. EPA has finalized this TSA in the EPA Air Quality System (AQS) database, entering the date of this letter as the official close-out date. If you have any questions or concerns about this correspondence, please contact Joe Auditor of my staff at (123) 456-7890.

Sincerely,

Jane Supervisor, Chief Air Protection Branch