

Toxic Substance Reporting Compliance

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

This letter serves to inform you of our compliance with the Toxic Substance Reporting requirements as stipulated by [Regulatory Agency/Act Name]. We have conducted our review and reporting obligations in accordance with the guidelines set forth.

As per our assessment, we have identified the following toxic substances used in our operations:

- [Substance 1]
- [Substance 2]
- [Substance 3]

We have submitted the required report to [Regulatory Agency] on [Submission Date]. All necessary documentation is attached for your reference.

If you have any questions or need further information, please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Address]

[City, State, Zip Code]