**ABOUT THIS TEMPLATE**: Please use this template letter to document the operations and maintenance (O&M) responsible party once the project is implemented. Highlighted text below requires edits. **Please delete this green text.**

Date

Jason Rasmussen, Executive Director

Mounty Ascutney Regional Commission

Post Office Box 320

Ascutney, VT 05030-0320

**Re: Operations & Maintenance (O&M) Responsible Party Documentation – Insert Project Name/WPD Identification Number**

Mr. Rasmussen,

This letter is to serve as confirmation of the organization name’s commitment to provide operations and maintenance (O&M) of the above referenced site/installed practice once the project is constructed per the requirements of the site-specific Operations and Maintenance (O&M) Plan (as prepared by the design engineer and as approved by the Vermont Department of Environmental Conservation). The organization name commits to maintain the site/practice for a period of no less than ten (10) years.

Please feel free to contact us with any questions or concerns.

Sincerely,

Name, Title

Organization