

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Consulting Firm Name]

[Address]

[City, State, Zip Code]

**Subject: Request for Environmental Site Assessment (ESA) Proposal**

Dear [Recipient Name],

I am writing to formally request a proposal for an Environmental Site Assessment (ESA) for the property located at the following address:

**Property Address:** [Insert Full Address]

**Assessor's Parcel Number (APN):** [Insert APN if known]

**Current Use:** [Insert Current Use, e.g., Vacant, Industrial, Commercial]

We require the following services for this site:

- Phase I Environmental Site Assessment (ASTM E1527-21)
- Phase II Environmental Site Assessment (Subsurface Investigation)
- Transaction Screen Assessment

The purpose of this assessment is to support [Reason for Request, e.g., a real estate transaction, bank financing, or redevelopment]. Please include the following in your proposal:

- Scope of work and methodology.
- Total estimated cost and payment terms.
- Estimated timeline for site visit and final report delivery.
- Qualifications of the environmental professionals performing the work.

Please submit your proposal by [Insert Deadline Date]. If you require access to the property or additional documentation (such as prior reports or site maps), please contact me directly at [Your Phone Number].

Thank you for your time and we look forward to receiving your proposal.

Sincerely,

[Your Signature]

[Your Printed Name]