

October 17, 2012

Mr. Ramiro A. Garcia, Jr., Deputy Director  
Office of Compliance and Enforcement, MC 172  
Texas Commission on Environmental Quality  
P.O. Box 13087  
Austin, Texas 78711-3087

Re: ABC Corporation; CN123456789  
ABC Quarry; RN123456789; Permit Nos. 12345 and 6789  
Scheduled Environmental, Health, and Safety Audit for Aggregate Production  
Operations

Dear Mr. Garcia, Jr.:

Please be advised that in accordance with the Texas Environmental, Health, and Safety Audit Privilege Act ("Audit Act"), the ABC Corporation intends to conduct an environmental, health, and safety compliance audit at its ABC Plant located at 12345 N. Main Street, City, County, Texas.

Pursuant to Section 10(g) of the Audit Act, which provides immunity for violations voluntarily disclosed as a result of a compliance audit, ABC Corporation is hereby notifying you that the planned audit will commence on August 30, 2012, at approximately 9 a.m. and will cover the ABC Quarry.

The scope of the audit will be to evaluate compliance with all applicable Environmental, Health, and Safety regulations as it pertains to aggregate production operations, as well as Permit Nos. 12345 and 6789. Pursuant to Section 4(e) of the Audit Act, the audit will be completed no later than six months after the date of its commencement, unless, pursuant to a written request for extension, we receive your written approval of an extension before the end of the six-month period.

Please do not hesitate to contact me at (512) 555-4567 if you have any questions or require further information regarding this matter.

Sincerely,

Title

cc: Mr./Ms. \_\_\_\_\_, Regional Director, TCEQ \_\_\_\_\_ Regional Office  
Ms. Anna Treadwell, TCEQ Litigation Division