

(Insert Date)

David Paylor, Director
Virginia Department of Environmental Quality
629 East Main Street
Richmond, VA 23219

Dear Mr. Paylor:

The Metropolitan Washington region faces a challenge in meeting the federal health standard for ozone by the 2009 deadline. The region is close to meeting the standard, but more local measures are needed to achieve the goal. The region's poor air quality also threatens the health of everyone living and working in this region. In addition to causing increased respiratory and other public health problems for our citizens, failure to address our air quality problems could result in the imposition of sanctions that would jeopardize the expansion of our region's highway and mass transit systems and adversely affect the economic well being of our region.

The elected leadership of the metropolitan Washington region is developing proposals to improve air quality. These proposals require action by (insert county or agency name), not only in the role of a (government/government agency) responsible for implementing public programs to reduce air pollution, but also as a large corporate entity whose actions will impact improvements in air quality. (Insert county or agency name) takes these responsibilities very seriously. We believe that meeting the federal air quality standard for ozone is a high priority. Though we are taking action in conjunction with the regional efforts being undertaken by the Metropolitan Washington Air Quality Committee, we must also lead the way for others to follow.

As a result, I am pleased to inform you that (insert county or agency name) hereby commits to implementing the following programs:

- (Insert program name), beginning in (insert month and year)
- (Insert program name), beginning in (insert month and year)
- (Insert program name), beginning in (insert month and year)

These programs represent a permanent commitment to emissions-reducing behavior. (Insert county or agency name) also commits to provide an annual accounting of the implementation of these measures to enable validation of the credit taken for this voluntary measure in the metropolitan Washington region's SIP. Details of (insert county or agency name)'s commitment to these programs are provided in Attachments (insert attachment numbers).

If you have any questions or require additional information regarding this commitment, please contact (insert name) at (insert phone number).

Sincerely,

(Insert Name)

(Insert Title)

cc: James E. Sydnor, Air Director, Virginia Dept. of Environmental Quality
Phil Mendelson, Chair, Metropolitan Washington Air Quality Committee