[Insert Date] **Re: Lead Testing Results**

Dear Parents and Staff:

In compliance with Illinois regulations, we tested our water for the presence of lead on [Insert Date]. Water samples were collected from all drinking and food preparation sources in our facility and sent to the Illinois Environmental Protection Agency (IEPA) lab for analysis. Testing our drinking water for lead, and taking appropriate action when lead is found, is important so that we can continue to provide a safe and healthy environment for your children to learn and play.

**What Did We Find?**

* Drinking water samples tested **below 2.01 parts per billion (ppb)** at [Insert #] fixtures in our facility. No additional action is required at these locations at this point in time.
* Drinking water samples tested **at or above 2.01 ppb** at [Insert #] fixtures. We have taken immediate action to remove these fixtures from service and ensure children are provided with a safe water supply.

To best protect children’s health, Illinois regulations require us to develop and implement a plan to reduce lead if any water samples come back with a lead level of 2.01 ppb or greater. We are now developing a long-term plan to reduce lead levels at these fixtures. We will notify you once our long-term remediation actions are planned and complete. We will also retest the water to ensure our remediation actions reduce lead levels to below 2.01 ppb.

A copy of our lead in water test results can be found on the next page and is also posted at our facility in the [Insert location], which can be viewed during open business hours.

**How Can I Learn More?**

For more information about lead in water testing at our facility, please contact us at the information listed below. For more information about lead in water, please visit the following resources:

* **LeadCare Illinois**: LeadCareIllinois.org
* **Illinois Department of Public Health**: DPH.Illinois.gov/topics-services/environmental-health-protection/lead-in-water
* **Centers for Disease Control:** CDC.gov/nceh/lead
* **United States Environmental Protection Agency:** EPA.gov/lead

Sincerely,

Insert Your Full Name, Title  
Contact Information

[COPY AND PASTE TEST RESULTS FROM YOUR LEADCARE EMAIL HERE]