[Insert Date]

**Re: Action/s to Reduce Lead in Water and Follow-Up Test Results**

Dear Parents and Staff:

In compliance with Illinois regulations, we tested our drinking water for the presence of lead on [Insert Initial Testing Date]. Testing our drinking water for lead is important so that we can provide a safe and healthy environment for your children to learn and play.

Of the [Insert #] fixtures sampled, [Insert #] fixtures tested at or above 2.01 ppb, which is the level at which Illinois regulations require child care providers to develop and implement a plan to reduce lead. We took the following action/s immediately to ensure a safe drinking water supply for children:

* [List your immediate mitigation action/s here]

Additionally, we implemented long-term strategies to reduce lead levels at these locations:

* [List your long-term mitigation action/s here]

To confirm that our actions successfully reduced the lead levels, we conducted follow-up testing on [Insert Date] and [Insert Date] to determine if lead levels were reduced below 2.01 ppb using the strategies listed above. After retesting our water, we found that fixture/s located in the [insert fixture location/s here] continue to have lead levels at or above 2.01 ppb.

We will [insert new mitigation strategy], retest the water on [insert dates you plan to retest], and notify you of the results in a follow-up communication. In the meantime, we are continuing to ensure your children are provided with a safe water supply by [insert the immediate mitigation action/s you implemented here].

**How You Can Learn More:**

A summary of our lead in water test results following mitigation are included on the next page. You can also view our testing results and mitigation plan at our facility in the [Insert Location]. If you have any questions about lead in water testing at our facility, please reach out to us. For more information about lead in water and lead exposures, please visit the following resources:

* **LeadCare Illinois**: LeadCareIllinois.org
* **Illinois Department of Public Health – Lead in Water**: DPH.Illinois.gov/topics-services/environmental-health-protection/lead-in-water
* **Illinois Department of Public Health – Lead Poisoning Prevention**: DPH.illinois.gov/illinoislead
* **Centers for Disease Control:** CDC.gov/nceh/lead
* **United States Environmental Protection Agency – Basic Information About Lead in Drinking Water:** EPA.gov/ground-water-and-drinking-water/basic-information-about-lead-drinking-water
* **United States Environmental Protection Agency – Learn About Lead**: EPA.gov/lead/learn-about-lead
* **United States Environmental Protection Agency – Lead Poisoning and Your Children Pamphlet:** EPA.gov/lead/lead-poisoning-and-your-children-pamphlet

Sincerely,

Insert Your Full Name, Title  
Contact Information

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