[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 the drinking water for the presence of lead at our facility 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 us to develop and implement a mitigation plan to reduce lead. Immediately, we implemented the following action/s to ensure a safe drinking water supply for children:

* [List your immediate mitigation action/s here]

Additionally, we implemented following 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. The good news is that all of our follow-up test results have revealed the mitigation strategies were successful at reducing lead levels below 2.01 ppb. **No further action is required at this time.**

**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 all of 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, 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]