[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. You cannot see, taste, or smell lead in drinking water. The only way to confirm that water contains lead is to have it tested.

**What Did We Find?**

All water samples collected were found to have a lead level **below 2.01 parts per billion (ppb)**. No additional action is required at these locations at this point in time.

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. You can also access the following resources to learn more about lead in drinking water:

* **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 – 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

Sincerely,

Insert Your Full Name, Title  
Contact Information

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