

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: HWA Approval Notification

We are pleased to inform you that your request for a Hazardous Waste Authorization (HWA) has been approved. This authorization is effective as of [Effective Date] and will remain valid until [Expiration Date], provided that all terms and conditions are adhered to.

The following are the key details of your HWA:

- \*\*HWA Number:\*\* [HWA Number]
- \*\*Business Name:\*\* [Your Business Name]
- \*\*Site Address:\*\* [Business Address]
- \*\*Type of Waste Authorized:\*\* [Description of Waste]

Please ensure compliance with all relevant regulations and maintain accurate records of hazardous waste management as specified in the regulations.

If you have any questions or require further information, please contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]