



DOCUMENT NO. 4
Sample Facilities Letter

(Please print and prepare letter on the school/organization's letterhead)

Date: _____

Greenlove Foundation
P O Box 3596
Newport RI 02840

RE: Confirmation from the Facilities/Maintenance Dept. re Installation of WBFS

Dear Greenlove Foundation:

This letter serves to confirm that I, _____, from the school/organization _____, have I read all the pertinent information on the water bottle filling station, ELKAY Model, Number _____, including ELKAY'S specification sheet, the technical information sheet, and the installation instructions provided. I also confirm that the site selected can meet the installation requirements and that the water bottle filling station installation is viable.

Sincerely,

Facilities Director/Maintenance/Plumber Name

Title