

(COMPANY LETTERHEAD IF APPLICABLE)

(DATE)

Steve Bridgett
Acting Permit Administration Manager

Arlington County Department of Environmental Services
2100 Clarendon Boulevard, Suite 1000
Arlington, VA 22201

RE: DFU Refund for B0701349 /3015 17th RD S

Dear Mr. Bridgett,

I am writing to request a DFU refund of \$2,204.00 related to the above permit. (Insert here an explanation of why you believe you are entitled to a refund. Also attach any documentation that supports your request.)

Please make the check payable to (name of person or company) and mail to (name, street address, city, state, zipcode).

If you have any questions about this refund request or the information contained in this letter, please contact (name, phone or email).

Thank you.

(Your name)

(Attachments: Permit Receipt, Copy of Check)

cc: Jerome Miller, II

cc: Gerardo Perez