[Company Letterhead]

[Company Name]

[Signatory Full Name]

[Company Street Address]

[City, State, Zip]

[Country]

[Today’s Date]

EV-CIS Team  
c/o CGI Federal, Inc.  
12601 Fair Lakes Circle  
Fairfax, VA  22033

Dear EV-CIS Team:

The purpose of this letter is to request that EPA deactivate the role of Company Approving Official (CAO) for [CAO Full Name] for [Company Name]’s EPA manufacturer code [3-character EPA Manufacturer Code of Company].

Regards,

/S/

[Signatory Full Name]

[Signatory Email Address]

[Signatory Phone Number]