**Month Day, 20XX**

**$$Company name$$**

**$$X Street name$$**

**$$Town/city, NH ZIP$$**

Re: **$$Town/city$$, New Hampshire**

 **2017 NPDES New Hampshire Small MS4 General Permit**

 **Industrial Facility Stormwater Outreach**

To Whom It May Concern,

The **$$town/city$$ of $$name of town or city$$** is contacting you to offer resources and recommendations that have been developed to improve stormwater quality within **$$name of town or city$$** with the aim of meeting US Environmental Protection Agency’s (USEPA) National Pollutant Discharge Elimination System (NPDES) permit requirements. It has come to the **$$town/city$$ of $$name of town or city$$**’s attention that **$$Company name$$** might have activities that are regulated under the NPDES Multi-Sector General Permit (MSGP).

**$$name of town$$** is considered a Small Municipal Separate Storm Sewer System (MS4) community, and because of this, must adhere to the USEPA’s 2017 NPDES New Hampshire Small MS4 General Permit. Through this permit, the **$$town/city$$ of $$name of town or city$$** must take certain steps to reduce stormwater runoff and associated pollutants that can threaten or impact water quality.

Both the NPDES MSGP and MS4 permits have overlapping requirements that must be met. As a result, the **$$town/city$$ of $$name of town or city$$** is sharing the enclosed “Stormwater Pollution Control for Industrial Facilities Fact Sheet” that contains helpful information on how to reduce pollutants that could enter stormwater systems or nearby waterbodies. We would also like to invite you to visit the New Hampshire MS4 Stormwater Coalition Blog which provides additional resources including, but not limited to, best management practices to reduce chloride or salt discharges from winter maintenance activities. The New Hampshire Stormwater Coalition Blog can be located at <https://www4.des.state.nh.us/nh-ms4/>.

The **$$town/city$$ of $$name of town or city$$** hopes that by sharing these resources we are able to collectively reduce stormwater pollution and improve water quality as a whole within our community, and throughout New Hampshire. If you have any further questions, or would like more information about **$$town/city$$**’s efforts, please reach out to **$$name of MS4 contact$$** at **$$phone number$$**. We also encourage you to visit our stormwater webpage at: **$$link to communities stormwater webpage$$**. Together we can have a large impact to help improve water quality in New Hampshire.

**Thank you or Sincerely**,

Attachments: Stormwater Pollution Control for Industrial Facilities Fact Sheet

 NHDES Green SnowPro Brochure