

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Name of Board Official, if known]

[Name of State Board of Professional Engineers/Registration]

[Address]

[City, State, Zip Code]

**RE: Letter of Representation and Notice of Contest**

**Respondent:** [Engineer or Firm Name]

**License Number:** [License Number]

**Case/Complaint Number:** [Reference Number]

To the Members of the Board:

Please be advised that this office represents [Name of Client] regarding the Notice of Violation and the proposed fines/penalties dated [Date of Notice].

On behalf of our client, we hereby formally contest the findings of the Board and the assessment of the following penalties: [List specific fines or disciplinary actions being contested].

Our contest is based on the following grounds:

- [Reason 1: e.g., Lack of substantial evidence supporting the violation]
- [Reason 2: e.g., Fines are disproportionate to the alleged oversight]
- [Reason 3: e.g., Compliance with all applicable statutes and safety codes]
- [Reason 4: e.g., Mitigating circumstances regarding the project in question]

We request a formal administrative hearing to present evidence, testimony, and legal arguments in defense of our client. Furthermore, we request a complete copy of the investigative file and all evidence the Board intends to rely upon in this matter.

Please direct all future correspondence regarding this matter to my attention at the address listed above. We are open to discussing a potential settlement or consent agreement that more accurately reflects the facts of this case.

Sincerely,

[Signature]  
[Typed Name]  
[Title/Bar Number]