

[Your Name/Firm Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Recipient Name/Department Name]  
[Regulatory Agency/Municipal Planning Office]  
[Address]  
[City, State, Zip Code]

**RE: Letter of Representation regarding Environmental Buffer Zone Compliance**

**Project/Property Address:** [Insert Address]

**Permit/Reference Number:** [Insert Number, if applicable]

To [Name of Official or Department],

Please be advised that [Your Name/Firm Name] has been retained to represent [Client Name], the owner/developer of the property located at [Property Address], in all matters regarding environmental buffer zone compliance and related permitting processes.

The purpose of this letter is to formally notify your office of our representation and to confirm our commitment to ensuring that the proposed activities at the aforementioned site adhere to all local, state, and federal regulations governing [wetland/riparian/coastal] buffer zones.

In our capacity as representatives, we will be responsible for:

- Submitting all necessary site plans, environmental impact assessments, and mitigation strategies.
- Acting as the primary point of contact for all technical and regulatory inquiries.
- Coordinating with agency staff for site inspections and field verifications.
- Ensuring that all setback requirements and vegetation management protocols are strictly followed.

Please direct all future correspondence, notices, and requests for information regarding this project to my attention at the address or email provided above.

We look forward to working collaboratively with your department to ensure the protection of the environmental buffer while meeting the objectives of the project. Please contact me directly if you require any additional documentation or authorization forms to recognize this representation.

Sincerely,

[Signature]

[Print Name]

[Title/Professional Designation]