

**[Your Law Firm Name]**

[Street Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

**VIA [INSERT METHOD: E.G., CERTIFIED MAIL / EMAIL]**

[Name of Agency Representative/Inspector]

[Name of Environmental Agency]

[Department/Division]

[Street Address]

[City, State, Zip Code]

**RE: Letter of Representation and Response to Notice of Violation**

**Case/File Number:** [Insert Number]

**Respondent:** [Insert Client Name]

**Site Location:** [Insert Property Address]

Dear [Name of Representative],

Please be advised that this office represents [Client Name] (the "Respondent") regarding the Notice of Violation (NOV) issued by [Agency Name] dated [Date of NOV].

As legal counsel, we request that all future correspondence, documents, and communications regarding this matter be directed to the undersigned. Please refrain from contacting the Respondent directly unless authorized by our office.

Our firm is currently in the process of reviewing the allegations and evaluating the technical aspects of the cited violations. We are committed to working cooperatively with [Agency Name] to reach an amicable resolution or to demonstrate compliance with the applicable environmental regulations.

We hereby request an extension of [Number] days from the current deadline to provide a formal substantive response or to schedule a settlement conference. This additional time is necessary to complete our internal investigation and gather relevant documentation.

Please confirm receipt of this letter and the granting of the requested extension by [Date]. We look forward to discussing this matter with you further.

Sincerely,

[Your Signature]

[Your Printed Name]

[Title]

[Law Firm Name]

cc: [Client Name]