

head>

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

[Date]

[Recipient Name/Agency Name]
[Department/Division]
[Address]
[City, State, Zip Code]

RE: Letter of Representation Regarding Groundwater Contamination Remediation Plan

Site Location: [Address/Legal Description of Property]

Case/Project Number: [Reference Number, if applicable]

To [Contact Person or Department],

Please be advised that this office represents [Client Name] regarding the environmental concerns and proposed remediation plans for groundwater contamination at the above-referenced location.

Effective immediately, all future correspondence, technical reports, proposed Remedial Action Plans (RAP), and regulatory notices related to this matter should be directed to our office at the address provided above. We request to be included in all discussions and stakeholder meetings concerning the selection, implementation, and monitoring of remediation strategies for this site.

We are currently reviewing the existing data and proposed mitigation measures to ensure compliance with [State/Federal] environmental regulations and to protect our client's interests. We request a full copy of the administrative record and any recent site characterization reports within [Number] days of receipt of this letter.

Please acknowledge receipt of this letter of representation. We look forward to coordinating with your office to ensure a thorough and effective remediation process.

Sincerely,

[Your Signature]

[Your Printed Name]
[Title/Firm Name]

cc: [Client Name]
[Other Relevant Parties]