

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

[Date]

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

RE: Notice of Proposed Administrative Penalty

Case/Reference Number: [Insert Number]

Respondent: [Client Name]

To [Name of Recipient],

Please be advised that this office represents [Client Name] regarding the Notice of Proposed Administrative Penalty dated [Date of Notice]. Attached to this letter is the formal Authorization of Representation.

On behalf of our client, we hereby contest the proposed penalties and request an informal settlement conference and/or a formal administrative hearing to discuss this matter further. Our client disputes the findings on the following grounds:

- [Reason 1: Factually incorrect findings]
- [Reason 2: Mitigating circumstances]
- [Reason 3: Improper calculation of the penalty amount]

We request a full copy of the administrative record and any evidence the agency intends to rely upon in support of these charges. Please direct all future correspondence, notices, and legal documents regarding this matter to our office.

We look forward to your response to schedule a time for discussion.

Sincerely,

[Your Signature]

[Your Printed Name]
[Title]