

[Your Name/Law Firm Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Name of Recipient/Air Pollution Control Officer]
[Name of Regulatory Agency/Department]
[Address Line 1]
[City, State, Zip Code]

RE: Letter of Representation - Variance Request for [Facility/Client Name]

Permit Number: [Insert Permit Number]

Facility ID: [Insert Facility ID]

Dear [Recipient Name],

Please be advised that [Your Name/Firm Name] has been retained to represent [Client Name] (the "Petitioner") in connection with its application for a variance from the requirements of [Specific Section of the Clean Air Act or Local Rule/Regulation].

All future correspondence, notices, and legal documents related to this variance request, including hearing schedules and administrative orders, should be directed to the undersigned at the contact information provided above. We request that a copy of all such communications also be sent directly to [Client Contact Name] at [Client Address/Email].

We are currently preparing the formal Petition for Variance, which will outline the technical grounds for the request, the proposed compliance schedule, and the justification regarding the prevention of arbitrary or unreasonable taking of property. We look forward to working with [Agency Name] to resolve this matter.

If you have any questions regarding this representation or require immediate documentation, please contact me directly.

Sincerely,

[Signature]

[Printed Name]
[Title]
[Bar Number, if applicable]

cc: [Client Name]