

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

[Date]

[Name of Project Manager/Counsel]  
[State Environmental Agency Name]  
[Department Address]  
[City, State, Zip Code]

**Re: Notice of Representation and Intent to Negotiate**

**Site Name:** [Insert Site Name]

**Site ID/Index Number:** [Insert ID Number]

**Client:** [Insert Name of Potentially Responsible Party]

Dear [Name of Official],

Please be advised that [Law Firm Name] has been retained to represent [Client Name] (the "Client") regarding the above-referenced State Superfund site.

This letter serves as formal notice of our representation. All future correspondence, legal notices, and technical documentation related to this site, including matters concerning liability, remediation requirements, and settlement negotiations, should be directed to my attention at the address provided above.

Our Client acknowledges receipt of the [Notice of Responsibility/Letter of Intent] dated [Date of Agency Letter]. Our Client is prepared to engage in good-faith settlement negotiations with the [State Agency Name] to resolve its potential liability. We request an initial meeting or conference call with your legal and technical team to discuss the following:

- The current status of the Remedial Investigation/Feasibility Study (RI/FS);
- The Agency's proposed timeline for a Consent Order or Settlement Agreement;
- Access to the full administrative record and related site data.

We look forward to working cooperatively with the State to reach an equitable resolution. Please contact me at [Phone Number] to schedule a preliminary discussion.

Sincerely,

[Signature]

[Printed Name]  
[Title/Partner]  
[Law Firm Name]

cc: [Client Name Representative]