

[Attorney/Law Firm Letterhead]

[Date]

[Name of Agency Director/Head]

[Name of Environmental Agency]

[Appeals Division/Office of General Counsel]

[Agency Address]

[City, State, Zip Code]

RE: NOTICE OF APPEARANCE AND LETTER OF REPRESENTATION

Petitioner: [Client Name/Company Name]

Permit Application No.: [Permit Number]

Subject: Appeal of Denial Dated [Date of Denial Letter]

To the [Agency Name]:

Please be advised that this office represents [Client Name] (the "Petitioner") in connection with the above-referenced permit application and the subsequent denial issued by your agency on [Date].

This letter serves as formal notice of our representation. All future correspondence, notices, and legal documents related to this matter should be directed to the undersigned at the address provided above.

On behalf of the Petitioner, we hereby formally appeal the denial of Permit Application No. [Number]. The Petitioner contests the denial based on the following preliminary grounds:

- The agency's decision is based on an erroneous interpretation of [Specific Statute or Regulation].
- The findings of fact cited in the denial letter are not supported by substantial evidence in the record.
- The Petitioner has met all regulatory requirements for the issuance of the permit.
- [Insert additional brief legal grounds here].

We request a full copy of the administrative record regarding this application. Furthermore, we request a formal hearing before an Administrative Law Judge to present evidence and testimony in support of our client's position.

Please acknowledge receipt of this notice and provide information regarding the assigned hearing officer and the schedule for further proceedings.

Sincerely,

[Signature]

[Name of Lead Attorney]

[Bar Number]

[Law Firm Name]

[Phone Number]

[Email Address]

CC: [Client Name]