

[Date]

[Program Manager Name]  
[State/Local Environmental Agency Name]  
[Voluntary Cleanup Program Office]  
[Agency Address]  
[City, State, Zip Code]

**RE: Letter of Representation for Voluntary Cleanup Program (VCP) Enrollment**

**Site Name:** [Property Name]  
**Site Address:** [Physical Address/Parcel Number]  
**VCP Application ID:** [Application ID, if applicable]

Dear [Program Manager Name],

This letter serves as formal notification that [Law Firm or Consulting Firm Name] has been retained to represent [Applicant Name/Company Name] (the "Applicant") regarding their enrollment and participation in the [Name of State] Voluntary Cleanup Program for the above-referenced property.

As the designated representative, please direct all future technical correspondence, legal notices, and program documentation related to this site to the following primary contact:

[Name of Lead Representative]  
[Title]  
[Firm Name]  
[Mailing Address]  
[Phone Number]  
[Email Address]

The Applicant remains the party responsible for program compliance and financial obligations. We will act as the point of contact for regulatory negotiations, submittal of remediation plans, and final certification requests.

Please update your records to include our firm on all communications regarding this matter. Should you have any questions, please do not hesitate to contact us.

Sincerely,

[Signature]  
[Name of Authorized Representative]  
[Title]

cc: [Applicant Contact Name]  
[Project File Number]