

[Attorney Name/Law Firm Name]
[Address Line 1]
[Address Line 2]
[Phone Number]
[Email Address]

[Date]

[Name of Regulatory Agency]
[Name of Contact Person/Enforcement Officer]
[Division/Department]
[Address Line 1]
[Address Line 2]

Re: Letter of Representation and Notice of Appearance

Client: [Name of Client/Company]

Facility/Site Address: [Site Address]

Permit Number: [Permit #, if applicable]

Enforcement Action/NOV Number: [Reference Number]

Dear [Name of Contact Person],

Please be advised that [Law Firm Name] has been retained to represent [Client Name] regarding the above-referenced stormwater discharge enforcement action and the Notice of Violation (NOV) dated [Date of NOV].

We kindly request that all future correspondence, documents, and formal notices related to this matter be directed to my attention at the address listed above. Please include our firm in any scheduled site inspections, settlement discussions, or technical meetings concerning this enforcement action.

We are currently in the process of reviewing the allegations and the technical data associated with the site's stormwater management practices. We intend to cooperate with [Agency Name] to resolve this matter efficiently. [Optional: We request an extension of time until (Date) to provide a formal substantive response to the allegations.]

Please acknowledge receipt of this letter. Should you have any questions, please contact me directly.

Sincerely,

[Signature]

[Typed Name of Attorney]
[Title]
[Law Firm Name]

cc: [Client Name]