

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

[Date]

[Name of Contact Person]
[Name of Regulatory Agency/Department]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

RE: Letter of Representation for Brownfield Redevelopment Liability Agreement

Site Name: [Site Name]

Site Address: [Site Address]

Project/ID Number: [ID Number, if applicable]

To [Name of Contact Person or Department],

Please be advised that [Your Law Firm/Company Name] has been retained to represent [Client Name] (the "Client") in connection with the Brownfield Redevelopment Liability Agreement for the property referenced above.

As legal/technical counsel for the Client, we are authorized to negotiate the terms of the liability agreement, submit necessary documentation, and communicate with your agency regarding environmental assessments, remediation plans, and liability releases under [State/Local Brownfield Statute Name].

We request that all future correspondence, draft agreements, and regulatory notices concerning this site and the proposed liability agreement be directed to our office at the address provided above, with a copy sent to the Client.

Included with this letter is a [signed Power of Attorney / Authorization Form], as required by your agency protocols.

We look forward to working with your office to facilitate the successful redevelopment of this site. Please contact me directly at [Phone Number] if you have any questions or require additional information.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]

cc: [Client Name]