

CERTIFIED MAIL - RETURN RECEIPT REQUESTED

[Date]

[Administrator Name], Administrator
Environmental Protection Agency
[EPA Headquarters Address]
Washington, D.C. [Zip Code]

RE: Notice of Intent to File Suit under Section [Insert Section Number] of the [Insert Specific Act, e.g., Clean Air Act / Clean Water Act]

Dear Administrator [Name],

This letter serves as a formal sixty (60) day notice of intent to file a citizen suit against the [Name of Agency/Corporation/Individual] for violations of the [Insert Name of Environmental Act, e.g., Clean Water Act]. This notice is provided pursuant to [Insert Statutory Citation for Citizen Suit Provision].

1. Identification of the Alleged Violator

The party alleged to be in violation of the Act is: [Name and Address of Alleged Violator].

2. Description of the Violations

[Provide a clear description of the specific standards, limitations, or orders alleged to have been violated. Include dates, locations, and the specific pollutants or activities involved.]

3. Identification of the Person/Entity Giving Notice

The name, address, and telephone number of the person or entity giving this notice is: [Your Name/Organization Name, Address, and Phone Number].

4. Identification of Legal Counsel

The person giving notice is represented by: [Attorney Name, Law Firm, Address, and Phone Number].

If the violations described above are not corrected within sixty (60) days of your receipt of this notice, [Your Name/Organization Name] intends to file suit in the United States District Court for the [Insert District Name] seeking declaratory and injunctive relief, civil penalties, and the costs of litigation, including attorney and expert witness fees.

We are available to discuss this matter during the notice period to determine if a resolution can be reached without the need for formal litigation.

Sincerely,

[Signature]
[Printed Name]
[Title/Organization]

CC:
[Regional EPA Administrator]
[State Environmental Agency Director]
[Registered Agent of Alleged Violator]