[Print on Community letterhead]

[Insert Date]

Mr. Jason Hunter

Chief Floodplain Management and Insurance Branch

Mitigation Division

DHS/FEMA Region IV

3003 Chamblee Tucker Road

Atlanta, GA 30341

Jason.Hunter@fema.dhs.gov – SENT VIA EMAIL

Re: Community Letter of Interest to Join the CRS

Dear Mr. Hunter:

[Insert name of Community], Florida is interested in participating in the Community Rating System (CRS) so that our residents will qualify for discounted flood insurance premiums.

Our CRS Coordinator is [Insert Name], who can be reached at [Insert Phone Number] or [Insert Email Address].

We will cooperate with FEMA, the Insurance Services Office, Inc. (ISO), and the CRS verification process to ensure that our credited activities are fully earned and warranted.

Please ask ISO to visit us to review our program in depth and verify the creditable activities. We understand that approval from the FEMA Regional Office is needed for the ISO/CRS Specialist to visit the community.

Sincerely,

[Insert Name of Chief Executive Official]

[Insert Title]

Cc: Ms. Janice Mitchell at Janice.Mitchell@fema.dhs.gov

 Mr. Danny Hinson at Danny.Hinson@em.myflorida.com

 Mr. Steve Martin at Steve.Martin@em.myflorida.com