

[Print on Community letterhead]

[Insert Date]

Ms. Susan Wilson  
Chief Floodplain Management and Insurance Branch  
Mitigation Division  
DHS/FEMA Region IV  
3003 Chamblee Tucker Road  
Atlanta, GA 30341  
[Susan.Wilson@fema.dhs.gov](mailto:Susan.Wilson@fema.dhs.gov) – **SENT VIA EMAIL**

Re: Community Letter of Interest to Join the CRS

Dear Ms. Wilson,

[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](mailto:Janice.Mitchell@fema.dhs.gov)  
Mr. Danny Hinson at [Danny.Hinson@em.myflorida.com](mailto:Danny.Hinson@em.myflorida.com)  
Mr. Steve Martin at [Steve.Martin@em.myflorida.com](mailto:Steve.Martin@em.myflorida.com)