

Insert Date

Insert Address

Dear [Insert Regional POC]:

Your community is participating in a project to update local flood risk data as part of the Federal Emergency Management Agency's (FEMA) effort to update maps nationwide to reflect communities' true flood risk. These updates may have mitigation and flood insurance implications for property owners. *Given recent National Flood Insurance Program reform legislation, it is critical that you communicate information about these changes to the appropriate local leaders and decision makers in communities.*

FEMA has developed the enclosed material for your use in our joint effort to help make communities safer and stronger by identifying real hazards, actions that can reduce their impacts, and available resources. The enclosed draft Flood Insurance Rate Map database template letter is intended to support your efforts in notifying local community leaders about the 30-day review period that begins on the date of notification and gives the community the opportunity to provide data to FEMA to supplement or modify the existing data.

FEMA recognizes your community is unique and so are your needs. That is why the letter template is designed to be tailored to your community, explaining when and how additional data may be submitted and used to influence the development and finalization of the updated mapping data. The letter also confirms the recipient has 30 days upon notification to provide data to FEMA.

It is important to remember any communication with your community's leaders is an opportunity to remind them of the importance of understanding local flood risk and their role in helping to mitigate that risk. Please visit www.X.gov for additional information that may prove helpful in future conversations about flood risk, flood mitigation, and flood insurance with your community members.

Please do not hesitate to contact me at [(XXX)XXX-XXXX] with any questions or concerns.

Thank you.

X