

Letter of Submission

Date: [Insert Date]

To,

[Recipient Name]

[Recipient Title]

[Agency/Organization Name]

[Address]

Subject: Submission of Hazard Mitigation Resources

Dear [Recipient Name],

I am writing to formally submit our proposed resources for hazard mitigation as part of the [Program/Project Name]. Our aim is to enhance community resilience against potential hazards and improve overall safety.

Enclosed are the details and specifications of the resources we recommend:

- [Resource 1: Description]
- [Resource 2: Description]
- [Resource 3: Description]

We believe these resources will be integral in effectively managing and mitigating hazards. We are eager to discuss this proposal further and explore ways we can collaborate on its implementation.

Thank you for considering our submission. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any additional information.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Address]