

Flood Preparedness Assessment

Date: _____

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

As part of our ongoing efforts to ensure community safety and readiness in the face of potential flooding, we are conducting a Flood Preparedness Assessment in your area. The purpose of this assessment is to evaluate current preparedness measures and identify areas for improvement.

Your participation is crucial. We kindly request you to complete the attached assessment form and return it by [Due Date]. The information collected will help us develop better strategies for flood response and recovery.

We appreciate your cooperation and commitment to keeping our community safe. If you have any questions or require further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]