

DART SAMPLE COMMUNITY REQUEST LETTER

(insert letterhead)

(insert date)

ASFPM State Chapter

XXXXXX

XXXXXX

Reference: Request for ASFPM DART Assistance

To Whom It May Concern:

On (insert date), the (insert community) suffered severe flooding. This letter serves to request the assistance of the ASFPM DART to assist local officials with damage assessment and other disaster response functions.

In making this request, the (insert community) agrees to indemnify and hold harmless the ASFPM, its agents and assigns, and any persons who participate in the Disaster Assistance Response Team activities for any actions or inactions during the course of the disaster response. Furthermore, the (insert community) agrees and declares that any actions taken by any of the above-referenced persons in the course of providing assistance are to be considered duly authorized actions of the (insert community).

The (insert community) has designated the following staff member as primary point of contact for the ASFPM DART Volunteer(s):

John Flood

Floodplain Manager

(XXX) XXX-XXXX

fpm@XXX.org

Thank you for your assistance with our efforts to recover from this disaster.

Sincerely yours,

(Local Mayor or Manager)