

<Place on your Community Letterhead>

DATE

PROPERTY OWNER  
ADDRESS LINE 1  
ADDRESS LINE 2

Subject: Resolution of Violation of [Community] Floodplain Management Ordinance

Dear [PROPERTY OWNER],

On [DATE], [COMMUNITY] was notified of a violation of the [COMMUNITY] floodplain management ordinance. A Notice of Non-Compliance was sent to you on [Date] to begin working toward resolution. <IF APPLICABLE ADD THE FOLLOWING> [COMMUNITY] sent a follow-up letter on [Date] to provide a timeline toward resolving the violation. At the end of this timeframe, [COMMUNITY] notified you of the potential consequences of inaction and provided a final [XX] days to resolve the violation.

On [Date], you provided [COMMUNITY] with <documentation> to officially resolve the violation. The following summarizes key communication related to the violation from the time it was reported to [COMMUNITY]:

<Describe communication / steps that have occurred to date>

As a result of the resolution of the violation, [COMMUNITY] remains in good standing with the National Flood Insurance Program (NFIP). We commend you for taking [COMMUNITY]'s commitment to floodplain management seriously. Floodplain management is a vital element of our services that protect the health and well-being of our residents.

If you have any questions, please contact me at [Phone #] or by email at [COMMUNITY FPA].

Sincerely,

[COMMUNITY FPA NAME]  
[TITLE]