

**Sample 90-day suspension letter
transmitting proof copies of the FIRM**

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

◆

Dear ◆:

We appreciate and commend you for the efforts put forth in implementing your community's floodplain management measures. We would like to take this opportunity to remind you that:

- a ◆ Flood Insurance Study (FIS) and Flood Insurance Rate Map (FIRM) have ◆ has been completed for your community;
- the ◆ FIS and FIRM will become effective on ◆; and
- by that date, our Regional Office staff will have to approve the legally enforceable floodplain management measures your community adopts in accordance with Section 44 CFR 60.3(◆).

Please find the enclosed proof copy of the final FIRM for your community for use in adopting the required floodplain management measures. If you should encounter difficulties in enacting the measures, I recommend that you call the Director, Mitigation Division of the Federal Emergency Management Agency (FEMA) in ◆, ◆, at ◆. Our Regional Office staff will be happy to provide technical assistance and guidance in the development of floodplain management measures. The adoption of compliant floodplain management measures will provide protection for your community and will ensure participation in the National Flood Insurance Program (NFIP). The address of the Regional Office is FEMA, Mitigation Division, ◆.

I realize that you may have already contacted our Regional Office and may now be in the final adoption process, or you may have recently adopted the appropriate measures. If you have not done so, please consider this a formal reminder that you have three months left in which to adopt the appropriate floodplain management measures, and have them approved by our Regional Office staff. Your community's adopted measures will be reviewed upon receipt, and our Regional Office will notify you when your measures are approved.

I encourage you to submit your community's floodplain management measures and have them approved by our regional staff by the effective date to avoid suspension from the NFIP.

Sincerely,

Margaret E. Lawless
Acting Executive Associate
Director for Mitigation

Enclosure