



## FRANKLIN SQUARE CIVIC ASSOCIATION

FSCA

[www.fsqcivic.org](http://www.fsqcivic.org)

Did you have a flooding or rainwater drainage issue during a recent storm?

The FSCA has drafted a template letter for residents to use to report drainage issues in their area quickly and efficiently to our local municipalities. The template provides you with a prewritten request for attention to drainage issues. All you need to do is fill out your specific information and attach the letter to an e-mail. This saves you from having to spend time writing the letter, and the need to search for contact information.

There are two letters. One addressed to Councilman Muscarella & Councilwoman Miller at the Town of Hempstead, and one addressed to County Executive Bruce Blakeman. Their e-mails and mailing addresses can be found on the template.

If you have previously entered this information on our submission form, which has since closed, it is being passed along to the appropriate municipality. You may choose to also send this letter if the issue remains unresolved.

To use either of these letter templates, you need to:

1. Download letter.
2. Enter/change your information on the document, which includes:
  - a. [The date]
  - b. [Your name and return address.]
  - c. **The identifying information on the storm drain, or any relevant information identifying the area of issue.**
  - d. **The location, or nearest address.**
  - e. [Your signature and either your phone number or email for contact information.]
3. After your information is entered on the letter, you can:
  - a. Print and mail the letter.
  - b. Copy the e-mail address for the appropriate representative listed at the top of the letter template and e-mail your version of the letter as an attachment.