[DATE]

[SENDER NAME AND ADDRESS]

Councilman Muscarella & Councilwoman Miller

One Washington Street

Hempstead, NY 11550
tmuscarella@hempsteadny.gov

melimil@hempsteadny.gov

Councilman Muscarella & Councilwoman Miller,

I am writing to inform you of a potentially dangerous situation which exists near my home in Franklin Square. We understand that the Franklin Square Civic Association has notified you of the many issues concerning the flooding, which is not only due not only to our geography, but also due to the state of our storm drains, curbs, and runoff areas.

I realize that the Town of Hempstead is large with many low-lying or waterfront areas and that when officials think of flooding, often their focus is on the south shore of the town. Those high-profile communities receive the most attention. I believe, however, what we in Franklin Square are asking for is doable and should be done as part of normal maintenance procedures. We, too, suffer greatly from the floods caused by hurricanes, and heavy rains and snowfalls.

I am writing specifically to notify you of the following storm drain, which is in need of maintenance.

 **Municipality on storm drain: Town of Hempstead**

 **Closest Address: [FILL IN NEAREST ADDRESS]**

Please maintain our storm drains and rainwater runoff areas to keep my family and my community safe.

Sincerely,

[ADD NAME]

[ADD PHONE # or EMAIL]