

Date: [Insert Date]

To: [Recipient Name/Organization Name]

Address: [Insert Address]

City, State, Zip: [Insert City, State, Zip]

Subject: Request for Elevation Certificate - Property Flood Risk Evaluation

To Whom It May Concern,

I am writing to formally request a copy of the Elevation Certificate (EC) for the property located at:

Property Address: [Insert Full Property Address]

Parcel/Tax ID Number: [Insert Parcel Number, if known]

As this property is situated in a coastal area, I am currently conducting a comprehensive flood risk evaluation. The Elevation Certificate is a critical requirement for this process to accurately determine the building's lowest floor elevation in relation to the Base Flood Elevation (BFE) and to assess potential storm surge impacts.

Please let me know if there are any administrative fees associated with this request or if additional documentation is required from my end. If a certificate is not currently on file, please advise on the necessary steps to have a new survey performed by a licensed professional.

You may send the document via email to [Insert Email Address] or by mail to the address provided below.

Thank you for your prompt assistance in this matter.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Mailing Address]