

[Date]

To:

Executive Committee
Sangamon County Disaster Recovery Coalition

Subject: Letter of Intent for Regular Membership

Dear Executive Committee Members,

On behalf of **[Organization Name]**, I am writing to express our intent to become a **Regular Member** of the Sangamon County Disaster Recovery Coalition (SANG. CO. DRC). We have reviewed the Regular Membership criteria and affirm that our organization meets these requirements.

We also acknowledge and agree to abide by the Coalition's bylaws and any policies they adopt. Our organization is committed to supporting the mission of strengthening community resilience through collaboration and coordinated disaster recovery efforts.

We believe that joining the Coalition will allow us to contribute meaningfully to its mission of strengthening community resilience through collaboration and coordinated disaster recovery efforts.

Please consider this letter as our formal request for membership. Should you require any additional information or documentation, please let us know.

Thank you for your consideration. We look forward to the opportunity to work alongside other member organizations in support of our community.

Sincerely,

[Signature]

[Name of CEO or Equivalent]

[Title]

[Organization Name]

[Contact Information]