

**SUBJECT LINE**

Become a Part of the Readiness Team

**MESSAGE**

September is National Preparedness Month (NPM), a nationwide effort sponsored by the Federal Emergency Management Agency's (FEMA) *Ready* Campaign in partnership with Citizen Corps. I am pleased to announce (Agency) is taking part in this nationwide effort to help (Community Name) prepare for emergencies. This year, NPM focuses on encouraging you and other Americans to take active steps toward getting involved and becoming prepared. Preparedness is everyone's responsibility. We have to work together, as a team, to ensure that individuals, families, and communities are ready. Make a plan, get an emergency supply kit, stay informed, and work together as a team to keep everyone safe.

We're taking steps as an agency to become educated, trained, and better prepared, and we urge you to take time this month to do the same at home with your loved ones. Take simple steps to better prepare yourself and your family. Review the attached Family Emergency Plan template and Emergency Supply Kit checklist, and start down the road to preparedness.

In addition, I encourage you to visit [Ready.gov/responder](http://Ready.gov/responder) and [Ready.gov](http://Ready.gov) for more information and <http://www.citizencorps.gov> to explore ways that you can get involved in your community.

Thank you!

Sincerely,

(Name of your agency's leadership)