

[Use this letter to invite an elected official to a coalition meeting to discuss the importance of transit and their positions. Send this letter on your letterhead, if available, or include your return address.]

Insert Date

The Honorable *[Name]*
ATTN: *[Staffer, Title]*
[street address]
[city/state/zip]

Dear *[title]* *[last name]*:

Recently, *[number]* local business, associations and community organizations joined forces in *[city/state/community]* to form the *[coalition name]*. Our mission is to promote greater awareness of the benefits of public transportation and to generate increased support for transit among local, state and federal officials. As the chairperson of this group and *[other title of job]*, I would like to schedule an appointment with you to discuss the coalition's work.

As you are aware, public transportation plays an essential role in ensuring a strong community by providing accessibility, mobility, choice and freedom to all our residents. Our coalition is comprised of diverse members ranging from businesses like *[insert name]* to non-profit and civic organizations such as *[insert names]*. *[Insert two or three sentences about any successful events or projects that the coalition has undertaken, and highlight any specific local transportation project you wish to discuss.]*

I will be in *[city/Washington, D.C.]* on *[date]* and would greatly appreciate the opportunity to meet with you. If you are not available, I would be happy to work with your staff to find a more convenient time. *[For Members of Congress: Alternatively, I would be pleased to meet with you in a district office if that could be more easily arranged.]*

I hope your busy schedule will allow you to meet with us *[add any other names]*. I am available at *[telephone number]* if your staff has any questions. Thank you for your consideration and I look forward to hearing from your office.

Sincerely,

[Name]
[Title/Company]

If your coalition has received any press coverage, it may also be helpful to include a clipping on the article.