<<DATE>>

<<NAME>>
<<ADDRESS>>

Dear <<NAME>>,

<<Introduction: Introduce yourself, your role in the community, and where/how you bike. Why is biking important to you? If you represent a group or organization, mention this.>>

<<Problem or Concern: What is your concern? Use your own observations and experience. Avoid blame. Explain why you feel strongly about this problem.

<<Benefits of Solving the Problem: How would solving the problem improve things?

<<Solution: What would you like the leader to do? Try to be as specific and practical as you can.

<<Closing: Thank the leader for their time and consideration. Let him/her know when and how you plan to follow up.

Sincerely,

<<NAME>>