

Sample Letter to Request Information

Dear Alderman/Trustee,

My name is *[Your Name]* and I am a resident of *[Your Town]*. I am writing to request information about policies and plans related to transportation initiatives taking place in our community.

Does our village have *[select appropriate item(s) from the list below]*?

- a Complete Streets Policy
- an Active Transportation Plan or Bike Plan
- dedicated bicycle and pedestrian funding
- a plan to implement bicycle and pedestrian projects
- information about crash reduction and traffic safety
- land use policies meant to encourage mixed-use development
- developer design guidance that includes bicycle and pedestrian-friendly designs
- a zoning ordinance that I can get access to online

If so, could you direct me to more information about this?

Thank you for your assistance.

Sincerely,
[Your Name]