

(Date of Letter)

(City Department of Transportation)

(Street Address)

(City, State and Zip Code)

RE: Public Transportation Schedules

Attn: Terminal Administrator

Dear Terminal Administrator:

Kindly provide the undersigned with copies of your public transportation schedules, along with the appropriate locations for stops. In the event there are any special days when the bus service is not operational at the following location,

(identify location), please provide that information to the undersigned as soon as possible. Kindly provide the requested information to the undersigned at the earliest possible convenience. Thank you.

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)