

Attachment A  
Sample Letter to Local Official

Date

Address

Dear :

I am writing to you because I am interested in being recommended to serve on the New York City Transit Riders Council (NYCTRC). Under State law, the Governor appoints members of the NYCTRC in consultation with and from recommendations of the (Mayor of New York City/Public Advocate] or [Borough President]).

I have been a resident \_\_\_\_\_ (Borough/community) for \_\_\_\_\_ (months/years) and have used New York City Transit's \_\_\_\_\_ (lines/routes) for \_\_\_\_\_ (months/years). I am active in the community and familiar with the issues confronting my fellow commuters. I believe that I would be an excellent representative of the interests of New York City Transit users.

I have enclosed my resume with this letter of interest. I appreciate your consideration of this request. If you need any additional information, please contact me.

Sincerely,

CC: New York City Transit Riders Council