**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]*