

## Sample Letter/Guideline for correspondence from Company Owner/Management

Dear \_\_\_\_\_  
Employee

Our industry is once again being challenged by the folks in Washington. Right before Christmas, the US Department of Transportation proposed dramatic changes to the hours of service rules for truck drivers. Upon review of these rules, I believe that these changes will have a devastating impact on the industry as a whole and on this company.

There are a number of changes in these new proposed rules that are not acceptable and I am urging you to consider helping us as an employee of the trucking industry to join in this campaign to defeat the passage of these new rules. The trucking industry employs millions of people and we are a powerful force. The sheer number of people that work in this industry is a statement in itself and now is the time that we all must step up and be heard.

Attached is a packet of information pertaining to these changes and I urge you to consider submitting comments on the new proposal. The FMCSA is dictated by law to review every comment that is submitted and if even 50% of the employees step up and submit a letter, the US DOT is going to have to take notice and delay its decision.

It is imperative that you act quickly; all comments must be submitted by **Monday, February 28<sup>th</sup>**. Even a one paragraph letter or email is effective. I would also encourage you to share this information with your family members as well because they are also ultimately impacted by any changes.

The attached information is very thorough and will walk you through the entire process. Please take a moment to review the information and then submit a letter or an email response. I know it is easy to walk away from this type of a campaign and let someone else do the work, but we don't have that luxury any longer, **WE MUST ALL STEP UP** and get involved.

If you have any further questions, please contact \_\_\_\_\_.  
Office contact/phone/email

Thank you for your assistance in this important campaign, I am confident that if everyone gets involved we will be successful in this effort.

Name, Title  
Company