

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Name
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Company		
Address Line		
City, State Zip Code		

Re: Encouragement of Van or Car Pools

Dear :

We would like to encourage the use of van and car pools. Instead of taking separate vehicles to the same place, we are suggesting a car pool. This has many advantages: it saves fuel, reduces mileage, vehicle wear, saves money, saves time by granting the ability to use the car pool lane, and is environmentally friendly. If you would be interested in participating in a pool, please contact me with your locations, times, and other important information.

Sincerely,

N A M E