

Introductory Letter for Participants

<Host Agency Logo or Name and Address>

Dear _____,

Thank you for agreeing to be part of the <specific name of the meeting>. The purpose of this meeting is to gather people in the community who are involved in or interested in transportation to learn about and discuss our local transportation system, what's working and what could be improved to better meet the needs of everyone in the community. Participants in the meeting will include a variety of people including transportation providers, community service agencies, riders, and other community members who are interested in transportation.

The event will start with attendees getting to know each other before moving into a facilitated discussion about how well transportation programs in our community is working and how it can be improved. Finally, the group will develop an action plan, laying out the next steps that will be taken to improve the transportation options in our community.

As a participant of the meeting, you agree to contribute to the discussion and assist in developing an action plan to continue working on advancing transportation programs beyond the event. Details of the meeting are found below.

Date:

Time: [include start and end time]

Location:

Information about transportation to the event

If you require any accommodations to fully participate or have any questions about accessibility, please contact <name> at <contact info> by <date>.

If you have any further questions or concerns, please contact <name> at <contact info>.

Once again, thank you for your participation in this exciting event and your dedication to transportation for all members of our community!

Sincerely,