

Letter Writing Kit

In order to make a difference in our local neighborhood, we need the attention and support of the city's lawmakers and budget planners. In order to achieve this, it is important that we, as Queens residents, rally together for the cause of adequate public transit. Access Queens has created a Letter Writing Kit containing starter templates that you can use to contact our city and state officials. Here's how it works:

Step 1

You've already taken the first step, which was to download the kit.

Step 2

Select which template you'd like to use based on which elected city or state official you'd like to write. Your kit contains three letter templates: one for the New York State Governor, one for your local Council Member, and one for your local Senate and Assembly Member.

Step 3

Look for the areas marked in bold and enclosed in brackets. Follow the instructions and customize the letter as you see fit — as much or as little as you'd like. We recommend taking a professional and respectful tone, while being poignant in your message.

Step 4

Visit the Resources page at www.accessqueens.org to search for your the city and/or state official(s) that preside over your locale area. Find his or her address for where to mail your letter.

Step 5

Print, sign and mail.

[enter your full name]
[street address]
[neighborhood/city, state, zip]

[insert today's date]

The Office of [enter Council Member's full name]
[enter Council Member's street address]
[city], New York [zip]

Dear [enter Mr./Ms. and Council Member's last name]:

My name is [enter your full name] and I reside in your district. I am writing to respectfully improve New York City's public transit system by providing more funding to NYCT and the

Our subway system is 110 years old and far too much of its infrastructure has not been up to date since the 1930s. The maintenance for such an old system, in conjunction with the city's population growth, requires adequate funding from the state. The MTA and NYCT are not able to maintain this system because its budget is consistently underfunded.

Just in the past couple of years, subway service has severely declined in our district, which is the Flushing Line. Almost daily, there are switch problems, train malfunctions, overcrowding and breakdowns. Meanwhile the MTA continues to hike fares at the expense of city residents.

Closures and service interruptions cut off access to our neighborhoods, which hurt our local businesses and thousands of others, are missing appointments, arriving late to work and witnessing amounts of violence at station platforms because tensions are running high. Overcrowding

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www.AccessQueens.org