

SAMPLE FORM LETTER FOR SPONSORING A PARK AND RIDE LOT

December 1, 2000

Eric Anderson
Transportation Manager
Maricopa Association of Governments
302 North First Avenue, Suite 300
Phoenix, AZ 85003

Dear Mr. Anderson:

This letter is to confirm our intention to sponsor a park and ride lot <or park and ride lots> in our municipality.

We will provide the required matching capital costs for the new park and ride facility <facilities>, and will work with MAG in the annual programming process to complete this requirement.

We will also take responsibility for operations and maintenance of the new park and ride facility <facilities>, including all associated costs.

Additionally, we will seek to ensure that essential transit services to the new park and ride facility <facilities> are provided.

If you have any questions, you can reach me at <phone number> or <email>.

Sincerely

City Manager
<Municipality>