U.S. Bicycle Route System

Template Letter of Support

**Sample email correspondence after initial phone contact:**

Dear [NAME],

Thanks for taking the time to talk with me about U.S. Bike Route (USBR) [XX] through [NAME OF JURISDICTION]. This project is part of a national effort to build a U.S. Bicycle Route System (USBRS). The system will be made up of roads and trails suitable for bicycle travel and will bring economic benefits to your community in the form of bicycle tourism.

The project is being coordinated by Adventure Cycling Association, a national non-profit specializing in bicycle travel and route development for cyclists. The routes are being numbered and catalogued by the American Association of State Highway and Transportation Officials (AASHTO). Our [STATE DOT] will nominate the route for AASHTO designation once all the agreements and letters of support are in place.

I am working on behalf of [INSERT AGENCY OR ORGANIZATION NAME] to coordinate communication between key stakeholders and gain important feedback and support. Below you will find some additional background information and a template for a letter of support.

Feel free to edit the letter as needed. I am gathering these letters of support so please send a hard copy of the letter to [NAME AT ORGANIZATION SHOWN BELOW] or you can submit the letter directly to [STATE DOT CONTACT PERSON SHOWN BELOW]. In addition, please plan to forward me an electronic copy.

 Name

 XXXX Department of Transportation

 Address, City, State, Zip

 Name

 Organization Name

 Address, City, State, Zip

As a reminder, the proposed route though [JURISDICTION] uses [ROAD DESIGNATION OR TRAIL NAME]. The route proposal is on state-controlled highways and all we are asking of [JURISDICTION] is your acknowledgement of support.

A map of the entire route is in preparation but won’t be distributed until we are through discussions with all of the counties and cities along the route and we have a definitive idea of what the final route will look like. The general route for USBR XX is from [CITY OR LOCATION NAMES WHERE ROUTE ENTERS AND EXITS STATE PLUS COMMUNITIES AND COUNTIES/PARISHES, ETC. ALONG THE ROUTE].

USBR XX continues [GIVE GENERAL DESCRIPTION OF THE ENTIRE MULTI-STATE ROUTE CORRIDOR INCLUDING KEY DESTINATIONS, ATTRACTIONS, ETC.].

You can find a huge amount of background information on the USBRS at [www.adventurecycling.org/usbrs](http://www.adventurecycling.org/usbrs%22%20%5Ct%20%22_blank) including a downloadable corridor map for the entire proposed system.

As I hear from the agencies in your region, I will keep you informed about their progress. If you have any questions, please feel free to contact me.

Contact Name

Represented Organization

Phone number/email address

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Sample Letter of Support

Date

Name, title

XXXX Department of Transportation

Address, City, State, Zip

To Whom It May Concern:

The [CITY/VILLAGE/COUNTY/PARISH] would like to offer our support for the designation of proposed U.S. Bicycle Route XX (USBR XX) through our community. We recognize that bicycle tourism is a growing industry in North America, contributing $47 billion a year to the economies of communities that provide facilities for such tourists. As a community, we stand to benefit from this opportunity both economically and from the health and environmental related benefits of encouraging bicycle travel in our region.

The U.S. Bicycle Route System is a bicycle based transportation system sponsored by the American Association of State Highway and Transportation Officials (AASHTO). Our [CITY/VILLAGE/COUNTY/PARISH] lies within a much larger corridor that crosses/extends [SECTION OF STATE] and connects [CITIES AND/OR SCENIC, HISTORIC DESTINATIONS AND/OR TRANSPORTATION HUBS].

The [CITY/VILLAGE/COUNTY/PARISH] has a population of [COMMUNITY INFORMATION HERE].

The proposed route for USBR XX will provide a benefit to our residents and businesses and we endorse having the route mapped and signed, thereby promoting bicycle tourism in our area, Therefore [CITY/VILLAGE/COUNTY/PARISH] hereby expresses its support for USBR XX, and requests that the appropriate officials nominate the route for AASHTO designation as soon as this can be achieved.

Sincerely,

Name, title

Agency

City, State, Zip

Phone/email