

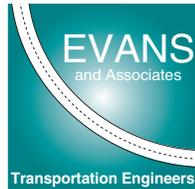
Model Document: Full-Block Style Letter

Author uses company letterhead and full address heading.

Inside address includes recipient's full name, title and address.

Opening establishes a professional tone.

Appreciation expressed in closing helps create goodwill.



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May 15, 20--

Mr. George W. Nagel
Director of Operations
Boston Transit Authority
57 West City Avenue
Boston, MA 02210

Dear Mr. Nagel:

Enclosed is our final report evaluating the safety measures for the Boston Intercity Transit System.

We believe that the report covers the issues you raised and that it is self-explanatory. However, if you have any further questions, we would be happy to meet with you at your convenience.

We would also like to express our appreciation to Mr. L. K. Sullivan of your committee for his generous help during our trips to Boston.

Sincerely,

Carolyn Brown

Carolyn Brown, Ph.D.
Director of Research

CB/l
bt515.doc
Enclosure: Final Safety Report
cc: ITS Safety Committee Members