[Date]

Anne Graham, CEO  
National Transport Authority  
Dún Scéine  
Harcourt Lane  
Dublin 2  
D02 WT20

Subject: FOR CONSIDERATION – Proposals for the Cork Cycle Network Plan

Dear Ms. Graham,

[INSERT business name] is a leading [INSERT type of business] based in [INSERT area of Cork].  We provide [INSERT service] and have been based in Cork for over [INSERT age] years.

Like many businesses in Cork, a growing number of our [INSERT headcount] employees cycle to work. An even larger proportion of our team would cycle to the office if they felt comfortable and safe on the roads.

We value their safety and we want to promote active lifestyles for all our employees. We support their freedom to choose how they get to work. We also note strong evidence that more cycling increases spending in local retail businesses and lowers air pollution levels.

The kerb protected cycle lanes through Cork City will help us attract and retain the employees our business needs to continue to thrive. They will also make Cork a more attractive city in which to build and run our business.

The planned cycling network is, on balance, great for our business and for Cork.  Please make sure these plans are delivered, without delay.

Kind regards,

[Name] [Title] [Company] [Postcode]