

READ THIS FIRST: Thank *you* for helping grow California’s economy, fight climate change and prevent gridlock across the state by working to save public transit!

A key way to build support for saving transit is by getting Mayors, City Councilmembers and County Supervisors tell State Assemblymembers and State Senators that saving transit is important.

Here is where **YOU** come in— In order to get **YOUR** Mayor, City Councilmember or County Supervisor to reach out to **YOUR** State Assemblymember & Senator; **YOUR** Mayor, City Councilmember or County Supervisor needs to hear from **YOU!** Here’s how to use the sample letter below to help make that happen.

Step 1: On your computer, open up a new email to send from your. From the **Sample Email** below, “copy & paste” the “Email Subject Line” into your draft email subject line space. Then for the body of your email, copy and paste in the “Body of Email” section from the **Sample Email** below.

Step 2: The **Sample Email** has **three** places where you need to swap out the generic placeholder text and put in the appropriate text. They are marked in **light red** and are the places where you need to put **1)** The name and title of who you are sending the email to. **2)** A line about why **YOU** care. **3)** Your name and town in your email signature

Step 3: Look up the email address of the person you are sending it to, and put that in the “To” section of your email. To find the email address of your Mayor, City Councilmember or County Supervisor, you can Google “[Email address for the mayor of my town](#)” and it should be on your town’s website. You can do the same for your City Councilmember or County Supervisor. ***If you need help finding the email address, please let us know and we can help get it for you.***

Step 4: Hit send and give yourself a pat on the back for helping save transit! Let us know with [this form](#) who you emailed and also let us know if they respond (you can do this just by resubmitting the form and filling out the *Did official respond?* field).

Extra Credit Step 5: Once you’ve emailed one of your local elected officials like your mayor, do the same thing to email your other local elected officials like your city councilmember or County Supervisor using the same steps as above

Super Extra Credit Step 6: Wow— look at you, ok to really go above and beyond, tell a friend anywhere in California about this awesome thing you just did and ask them to take action by doing what you did! [All you need to do is send them the link to this document that you’re reading right now.](#)

Ok, ready? Let's get going. The Sample Email is below —>

SAMPLE EMAIL

Email Subject Line: Keep California public transit moving! Send a letter to the CA budget chairs

Body of Email:

Dear Mayor/Councilmember XX,

A majority of California transit agencies including SFMTA, BART, Caltrain, AC Transit and other agencies, are heading toward a daunting fiscal cliff as federal COVID relief funding runs out while ridership regrows more gradually. This operating funding shortfall could lead to deep cuts to transit service, potentially triggering a spiral of decline with closed stations, infrequent service, no weekend transit.

[[[Add personal anecdote here - "As a person who lives car-less in Mountain View, I rely on the frequency and quality of transit services throughout the Bay Area and support multi-year funding for a world-class public transit system."]]]]

Can you send a letter to our state legislature budget chairs? The letter should highlight the importance of finding new funding for transit operations to the state's climate, equity and housing goals.

Here's a [template](#) that includes both a sample letter and a sample memo previously approved by Berkeley City Council. You can edit and modify this template to submit a letter to Chair Skinner and Chair Ting.

I believe that a strong public transit system is vital to creating healthy communities and an equitable, economically vibrant and climate friendly future. I appreciate your attention to this matter.

Sincerely,

<Your name>, <City> resident