

Figure 1: Sample Business Letter

22A Aqueduct Street
Welland, ON L3C 1B6

November 4, 2002

Mr. Don Cook
Environmental and Traffic Services Engineer
411 East Main Street
Welland, ON L3B 3X4

Dear Mr. Cook,

Putting a stop sign on Aqueduct Street will reduce the chances that a speeding car will kill one of our children.

Aqueduct Street looked like the quiet, safe environment I wanted for my children. Many of the neighbourhood children—including my own—enjoy playing along the street, and they sometimes cross it. Because Aqueduct Street runs parallel to a much busier major thoroughfare, car drivers use our street to avoid the heavier traffic and stop lights on Niagara Street. Most of these people are driving too fast for a residential neighbourhood with many families and many children.

My concerned neighbours and I feel that a four-way stop created at the corner of Aqueduct and Church would reduce non-residential traffic and slow down all the drivers using Aqueduct Street. The expense would be modest compared to the incalculable cost of a child's injury or death by a speeding motorist out to save a few minutes' commuting time.

By installing the stop signs, you can help make our street safer for children, as we request in the enclosed petition, signed by all the adults on Aqueduct Street.

Please contact me before the next council meeting on November 15. The residents of Aqueduct Street are worried that heavy non-residential traffic is endangering our children. We urge the City Engineer to place a four-way stop sign at the corner of Aqueduct and Church to help reduce the danger.

Sincerely,

Christine Guthridge

Enclosure