**Sample letter to property owners – Safe Routes to School**

[date]

[name]  
[address]  
[address line 2]

Dear Resident/Property Owner,

The City of [name] has been working in partnership with [school district] on a Safe Routes to School program in the City. The goal of the partnership is to promote the safety of children walking to and from school.

The City is preparing to submit an application to address some of the safety issues identified during the walking safety assessment, including the installation of new sidewalks. If the application is successful, the City will be able to install news sidewalks in all identified areas at no cost to the individual property owner through MDOT’s Safe Routes to School program. It is our hope that the new sidewalks will promote a safer walking environment for children.

In the next several weeks you will notice a survey crew out surveying the areas identified to help prepare design and construction estimates for the grant application. If the City is successful, construction of the new sidewalk will commence in [season/date]. All sidewalks will be constructed in the public right-of-way, similar to other areas within the City that have sidewalks.

Please accept this letter and map as a notice of this potential project. If you have any questions or comments, please feel free to contact [contact name] at [contact phone] or via e-mail at [contact e-mail]. Property owners are also invited to attend a Safe Routes to School forum at [location], [address], on [date] at [time]. If the City is awarded the grant, the City will follow-up with those property owners in the proposed areas of need with further details.

Best regards,

[name]  
[title]