

# How to write a compelling comment letter

Put the date at the top of your note

Use the following salutation:

Dear Mr. Anacheke-Nasemann and Secretary Sullivan,

Tell them that you are writing to provide comments on the South Coast Rail Draft Environmental Impact Statement/ Report.

Provide your thoughts on the project. You should try to be as specific as you can about why you support the project, oppose the project, or support or oppose particular alternative routes. You should also identify any specific requirements for topics you feel should be studied or addressed in the Final EIS/EIR. You might write some of the following:

- I support / oppose public transportation because \_\_\_\_\_
- The project offers economic opportunity to Environmental Justice communities and others, including \_\_\_\_\_
- I am concerned about \_\_\_\_\_
- I support the \_\_\_\_\_ route alternative as the preferred route because \_\_\_\_\_
- The Final EIS/EIR should address (should include) \_\_\_\_\_

Close by signing your name and providing your mailing address [Note that your mailing address, not simply an email address, will be required if you wish to receive a copy of the Final EIS/EIR responding to your comments].

Kindly send a copy to:

Kristina Egan  
Project Director  
Massachusetts Department of Transportation  
Ten Park Plaza, Suite 4150  
Boston, MA 02116-3973



