How to write a compelling comment letter

Put the date at the top of your note

Use the following salutation:
Dear Mr. Anacheka-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
Date

Alan Anacheka-Nasemann  
Army Corps of Engineers  
696 Virginia Road  
Concord, MA 01742-2751  
email: SCREIS@USACE.army.mil  
fax: 978-318-8303

Secretary Richard K. Sullivan, Jr., EOEEA  
attn.: MEPA Office (Aisling O’Shea)  
100 Cambridge Street, Suite 900  
Boston MA 02114  
email: aisling.o’shea@state.ma.us  
fax: 617-626-1181 or via hand delivery.

Dear Mr. Anacheka-Nasemann and Secretary Sullivan:

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