Dear \_\_\_\_\_\_,

Recently, I’ve been searching for ways to help save money on my commute and found that I am now eligible to receive commuter benefits thanks to the [DC Commuter Benefits Law](http://www.godcgo.com/home/commuter-benefits/employers/dc-commuter-benefits-law.aspx). This law requires DC employers with 20 or more employees, like our organization, to provide pre-tax or subsidized commuter benefits. The great news is that these are simple, low-cost benefits.

The savings are a result of using pre-tax money to pay for my commuting costs, thereby reducing the amount of taxable income. You, as the employer, receive some savings too—I believe around 9% in payroll taxes per employee.

As you can imagine, these are significant benefits—helping reduce the cost of my commute by as much as $1,000. But, I’m unable to receive the benefit on my own. It must come through you, my employer. Would you be able to help me initiate my commuter benefits?

From my research, I learned that commuter benefits information and free assistance is available from [goDCgo](http://www.goDCgo.com/employer), an initiative of the District Department of Transportation ([info@goDCgo.com](mailto:info@goDCgo.com) or 202-299-2186).

For additional resources and more information on the DC Commuter Benefits Law refer to the [goDCgo Employer Commuter Benefits Toolkit](http://godcgo.com/wp-content/uploads/2017/01/Employer-Toolkit-November-2014-Web.pdf).

I look forward to speaking with you further regarding my commuter benefits.

Sincerely,

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