

Place your TCA
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Mr A Sample,
1, Sample Street,
Sampletown,
Sampleshire,
SA1 2MP

Your new bus pass is enclosed

Dear Mr Sample,

I'm delighted to enclose your new bus pass.

Services in your local area

This entitles you to <please add details of all local services (including tram, train and peak travel) that the new National Bus Concession can be used for in your local area. You may want to use boundary information>

How to use your bus pass

<Please specify here how the bus pass should be used in your area – for example, does it need to be scanned or just shown to the driver?>

For further details, take a look through the enclosed leaflet. Or, if you've still got any questions you need answering, don't hesitate to call us on the number above or visit <www.localwebsite>

National entitlement

The new pass entitles you to free off-peak travel on local buses anywhere in England from 1st April 2008 (off-peak hours are 9.30am until 11pm Monday – Friday, and all day weekends and bank holidays).

Some authorities choose to fund additional benefits to their residents, e.g. train, tram or peak time bus travel. As a general rule, these additional benefits will only be available to local residents.

I hope you enjoy using your pass to travel for free on off-peak local buses when visiting other places in England.

Yours sincerely,

<insert your signature here>

<Name>,
<Position>