



Mr A Sample,
1, Sample Street,
Sampletown,
Sampleshire,
SA1 2MP

Don't miss out. Arrange your new bus pass today.

Dear Mr Sample,

Just a reminder that next year your bus pass will be changing – you need to arrange your new bus pass as soon as possible.

I've enclosed a leaflet to tell you more about the scheme, but in brief, from 1st April 2008, eligible users will be able to enjoy free off-peak travel (that's 9.30am until 11pm Monday – Friday, and all day weekends and bank holidays) on local buses anywhere in England. 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.

And, just as importantly, while your existing pass will still entitle you to free travel in [local area] for a limited time from 1st April, after that you'll need a new national pass if you want to travel anywhere else.

That's why it's essential that you fill in and return the application form we've already sent you, together with proof of your eligibility, proof that you're a permanent local resident and one recent passport-style photograph.

Place your TCA
logo here on the
default layer

Contact details on default layer

If you've mislaid your form, don't worry – you can get another one by calling [phone number] / visiting [website address] / calling into [name of address]. Try to make sure, though, that you've filled it in and returned it to us before [date] to be absolutely sure that you'll receive your new pass in good time.

In the meantime, if you've got any questions about the changes don't forget to look through the enclosed leaflet, visit www.direct.gov.uk/buspass or call [phone number] and we'll be happy to help.

So don't miss out. Arrange your new bus pass today.

Yours sincerely,

<insert your signature here>

<Name>,

<Position>