

ATTACHMENT B
SAMPLE INVITATION LETTERS

February 23, 2012

[Name]

[Title]

[Organization]

[Address]

Chicago, IL [Zip]

Dear [Salutation]:

Will you join us?

The Illinois Department of Transportation (IDOT) invites you to attend the second meeting of the Community Advisory Group – North for the Chicago Region Environmental and Transportation Efficiency (CREATE) Program Grand Crossing Rail Project. Following up on the successful Community Advisory Group kick-off meetings held in November 2011, this meeting will focus on the range of alternatives currently being developed for the project. As described in the enclosed brochure, the Grand Crossing Rail Project is examining alternatives to reduce rail congestion on Chicago's South Side, particularly in the Englewood and Greater Grand Crossing neighborhoods.

Range of Alternatives Meeting – When and Where ?

Date: Tuesday, March 13, 2012
Time: 1:30-4:00pm
Location: St. Bernard Hospital, 326 W. 64th Street, Chicago

In the case of a weather emergency, the meeting will be rescheduled for a later date in March 2012, with meeting details to be provided in a follow-up notice.

Why are we conducting this meeting?

The purpose of the meeting is to:

- Provide an update on the status of the project
- Discuss the draft alternatives being developed for the project

Agenda

- Welcome and introductions
- Review of the Grand Crossing Rail Project
- Recap of previous Community Advisory Group and public meetings
- Presentation and discussion of draft range of alternatives
- Summary and next steps

Can we count on you?

Your continued participation is important and will help the project team identify the transportation issues and community values that will be considered as the Grand Crossing Rail Project progresses.

Please call, email, or mail Tony Pakeltis, Parsons Project Manager, to let us know if you will attend the upcoming Community Advisory Group meeting:

Tony Pakeltis, Parsons
10 S. Riverside Plaza, Suite 400
Chicago, IL 60606
(312) 930-5268
Anthony.Pakeltis@parsons.com

Please respond by: Friday, March 2, 2012

If you have any questions prior to the meeting or would like to discuss the project in more detail, please feel free to contact Tony Pakeltis at the address or email above. Information about the Grand Crossing Rail Project is also available on the project website at **www.grandcrossingrail.com**.

Thank you for your consideration. We hope you can join us.

Very truly yours,



Danielle E. Stewart, P.E.
Acting CREATE Section Chief
Illinois Department of Transportation
www.createprogram.org

Enclosure: Grand Crossing Rail Project brochure

February 23, 2012

[Name]

[Title]

[Organization]

[Address]

Chicago, IL [Zip]

Dear [Salutation]:

Will you join us?

The Illinois Department of Transportation (IDOT) invites you to attend the second meeting of the Community Advisory Group – South for the Chicago Region Environmental and Transportation Efficiency (CREATE) Program Grand Crossing Rail Project. Following up on the successful Community Advisory Group kick-off meetings held in November 2011, this meeting will focus on the range of alternatives currently being developed for the project. As described in the enclosed brochure, the Grand Crossing Rail Project is examining alternatives to reduce rail congestion on Chicago's South Side, particularly in the Englewood and Greater Grand Crossing neighborhoods.

Range of Alternatives Meeting – When and Where ?

Date: Wednesday, March 14, 2012

Time: 1:30-4:00pm

Location: Grand Crossing Park Field House, 7655 S. Ingleside Ave, Chicago

In the case of a weather emergency, the meeting will be rescheduled for a later date in March 2012, with meeting details to be provided in a follow-up notice.

Why are we conducting this meeting?

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- Provide an update on the status of the project
- Discuss the draft alternatives being developed for the project

Agenda

- Welcome and introductions
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