

Your Name
Your Address
City, State, Zip Code
Email Address
Date

Transit Authority Name
Transit Authority Address
City, State, Zip Code

Dear [Transit Authority Name],

I am writing to formally express my concern regarding the public transit schedule in our area, specifically regarding [specific issue, e.g., frequent delays, cancellations, etc.].

On [specific dates/times], I experienced significant disruptions in service which not only impacted my daily commute but also caused [mention any consequences, e.g., missed appointments, loss of work hours, etc.]. This is becoming a recurring issue, and it greatly affects many riders.

I kindly request that you look into this matter and provide updates regarding any measures being taken to improve the reliability of the transit schedule. Thank you for your attention to this urgent issue.

Sincerely,
[Your Name]