

## SAMPLE EMAILS

*These sample emails are resources for you to use to spread the word to your employees about commuting options and the services of CommuteInfo. Please add your specific company information and feel free to use. If you want to edit information about CommuteInfo's services, we just ask that you let us help review before it is shared. We would be happy to assist you with this process, [just let us know](#).*

### SAMPLE ONE - *Introducing CommuteInfo*

Dear Employees:

We know that your commute can be a stressful part of your day, and we would like you to be able to arrive to work feeling relaxed and ready to go. So in an effort to help you reduce your commute stress, we'd like to encourage you all to register with CommuteInfo. CommuteInfo is the regional ridesharing organization in Southwestern Pennsylvania. They work to help commuters find ways to work, other than driving alone. By organizing vanpools and carpools, CommuteInfo is able to help commuters find more reliable, less stressful ways to work. Registration is free and only takes about a few minutes. Please visit [CommuteInfo.org](http://CommuteInfo.org) for additional information or [register here](#) or by phone at 1-888-819-6110.

Thank you,  
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### SAMPLE EMAIL TWO - *Be Green While Saving Green!*

Dear Employees:

In an effort to continue to become more "green" in the workplace, we'd like to focus on what we can accomplish if everyone considered sharing their rides to work. For some who live nearby, this may even include biking or walking. For those living farther away, it may be trying out public transit or matching up with other commuters for vanpools and carpools. Reducing the number of single occupancy vehicles on our roadways will not only reduce air pollution and

## FOCUS ON

 Sustainability

Looking for new ways to incorporate **green** initiatives into the workplace? Encourage your employees to discover new, more sustainable commuting options! The best part is these options often better fit their lifestyles and budgets! Call CommuteInfo at 1-888-819-6110 to learn more about transit, vanpool, carpool, biking and walking!



emissions in the region, but it will also reduce the number of gallons of gas we use to get to work every day. Making a change can be difficult, so we encourage you to reach out to [CommutelInfo](#), the regional ridesharing organization for Southwestern Pennsylvania. CommuteInfo can help answer questions about your commute and help you connect with others to start ridesharing. Contact them today [online](#) or over the phone at 1-888-819-6110.

Thank you,  
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**SHARE YOUR RIDE  
SHARE YOUR BRAG**



**SAMPLE THREE – *Learn more about your commuting options***

Dear Employees:

Are you currently sharing your ride to work or thinking about trying it? If so, we encourage you to learn more about [CommutelInfo](#), the regional ridesharing organization for Southwestern PA. CommuteInfo works to help commuters better understand their commuting options, as well as helping to form and manage vanpools and carpools. If you are currently carpooling, [registering your carpool](#) with CommuteInfo comes with some great benefits. If you're thinking of ridesharing, CommuteInfo will do the [matching work](#) for you! Ridesharing is a great way to save money too. Learn more at [CommutelInfo.org](#) or by calling 1-888-819-6110.

Thank you,  
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