

# Global/



# Solutions

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Sample Letter

April 6, 2011

Mr. Arthur Holmes, Jr., Director  
Montgomery County Dept. of Transportation  
Division of Transit Services  
101 Monroe, 10<sup>th</sup> Floor  
Rockville, MD 20850

Dear Mr. Holmes:

In response to your letter of March 14, 2011 regarding traffic reduction in the County, I am attaching Global Solutions' Traffic Mitigation Plan (TMP). Our Vice President for Administration has worked with the staff at the North Bethesda Transportation Management District to incorporate elements of Global Solutions' existing benefits with other effective transportation management strategies. We think the resulting TMP will encourage our employees and prospective employees to consider alternate commutes to North Bethesda.

We look forward to sharing the results of our efforts with you in the near future. Should you have any questions, please contact our Director of Administration, Ellen Brown at 301-555-9999 or [ebrown@globalsolutions.com](mailto:ebrown@globalsolutions.com).

Sincerely,

Tom A. Jones  
President

cc: North Bethesda TMD