

SAMPLE LETTER

Date

Stu Smith
City Council Member
Address

Dear Mr. Smith:

In Minnesota, the state's airports generate more than \$10 billion annually in economic activity, according to a 1997 study.

Here, in our local community, the airport also makes a contribution to the local economy. As (title), I'd like to share with you more information about our local airport's impact on the community and about airport plans and activities.

I'm enclosing a fact sheet based on the 1997 study that offers more detail about the economic activity that Minnesota airports generate. I am willing to present information from the study and about the airport to the full city council and other local groups who may find the results interesting.

I'd also like to invite you to visit the airport and would be happy to give you and other council members a personal tour. I'm sure you'll find it informative and fun.

Please let me know if you would like me to make a presentation to the full council or if you would like a tour. I look forward to sharing information about the airport and its operations. Thank you!

Sincerely,

Jeff Jones
Airport Manager