Sample letter requesting an APS

[Date]

[Address to traffic engineer in charge of the intersection]

This letter is to request the installation of an Accessible Pedestrian Signal (APS) at the intersection of [insert street names]. As a pedestrian who is blind, I am unable to use the visual pedestrian signals currently installed at this location and need access to the information in order to cross the street. As you may be aware, there is a bus stop at this intersection; I must cross the street daily to reach the bus stop. [change that last sentence to fit the specifics of the intersection, particularly if there are some issues that make it particularly hard to cross such as poor traffic sounds, lots of right turning traffic, t-intersection, etc.].

I would like to meet with you or someone from your department at the intersection in question to discuss appropriate modifications. I would also like for [insert O&M instructor name], an orientation and mobility specialist at [insert agency name] to join us. You may contact me at [insert phone number or address] or [insert O&M instructor name] at [insert phone number] to set up an appointment.

Thank you for your attention to this matter.

Sincerely,

[signature]

cc: [O&M specialist name, agency affiliation]

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