[Your Name]

[Company Name]

[Street Address]

[City, ST ZIP Code]

[Date]

Dear Employees:

[Company Name] wants all employees to be safe both on-the-job and off-the-job.

September is Bicyclist and Pedestrian Awareness Month in Virginia. In 2015, 78 pedestrians and 15 bicyclists died as the result of crashes on Virginia roadways. In that same period in the Commonwealth, 661 bicyclists and 1,718 pedestrians were injured.

Safety on the road depends on mutual respect. Bicyclists, motorists, and pedestrians have responsibilities to ensure their safety and the safety of others. For example, motorists must pass bicyclists at a reasonable speed and at least 3 feet to the left of the cyclist. Bicyclists must obey traffic laws. Pedestrians should wear bright or reflective clothing and must walk, jog or run on the side of the road facing traffic.

Bicyclist and Pedestrian Awareness Month is a reminder of the importance of sharing the road in order to prevent crashes, injuries, and fatalities. Please take this opportunity to determine what you can do to better protect yourself and others on the road.

Sincerely,

[Your Name]

[Title]