



Hi [BENEFIT ADMINISTRATOR],

I hope this finds you well! Recently, I learned that I am eligible to receive commuter benefits thanks to the DC Commuter Benefits Law. This law requires DC employers with 20 or more employees to provide pre-tax benefits, direct subsidies, and/or shuttles/vanpool services.

I wanted to reach out and see if [ORGANIZATION NAME] offers any benefits that I can use on my commute. One of the options, pre-tax benefits, would allow me to use pre-tax money on my commuting costs, therefore reducing the amount of taxable income. I believe that employers receive a reduction of around 9% in payroll taxes per employee with this benefit, too.

I'm hoping to get enrolled in some form of commuter benefit, and these benefits are required to come through my employer. Would you be able to help me initiate my commuter benefits? [goDCgo](#), an initiative of the District Department of Transportation (info@goDCgo.com or 202-299-2186), also provides complimentary information on commuter benefits to employers if you are interested.

Thank you and looking forward to hearing from you!

Best,
