

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Mayor's Name]
[City Hall Name]
[City Hall Address]
[City, State, Zip Code]

Dear Mayor [Mayor's Last Name],

I am writing to formally acknowledge your [specific action, event, or contribution]. Your leadership and commitment to our community have made a significant impact, and I want to express my gratitude for [specific details about the impact].

Thank you once again for your dedication to our city.

Sincerely,

[Your Name]
[Your Title/Organization, if applicable]