

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

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

Dear Mayor [Mayor's Last Name],

Subject: Community Concern Regarding [Specific Issue]

I hope this letter finds you well. I am writing to you on behalf of [Your Community/Neighborhood Name] to express our concerns regarding [specific issue].

[Paragraph 1: Briefly describe the issue, its impact on the community, and why it is a concern.]

[Paragraph 2: Provide any relevant data, statistics, or examples that highlight the significance of the issue.]

[Paragraph 3: Suggest possible solutions or actions that could be taken by the city to address the concern.]

We appreciate your attention to this matter and look forward to your response regarding how we can work together to resolve this issue for the betterment of our community.

Thank you for your time and consideration.

Sincerely,

[Your Name]
[Your Title/Position (if applicable)]
[Community/Neighborhood Association (if applicable)]
[Signature (if sending a hard copy)]