

[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 [Last Name],

Subject: [Brief Subject of the Complaint]

I am writing to formally express my concerns regarding [briefly describe the issue].

[Describe the issue in detail, including any relevant dates, locations, and specific incidents. Explain how this issue affects you and your community.]

I kindly request your attention to this matter and hope for a resolution.

[Optionally, suggest a possible solution or action you believe would help.]

Thank you for your time and consideration.

Sincerely,

[Your Name]