

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Mayor's Name]
Office of the Mayor
[City or Town Name]
[Office Address]
[City, State, ZIP Code]
Dear Mayor [Last Name],
[Introduction: Briefly state the purpose of your letter.]
[Body: Provide details or background information related to your
correspondence. Be clear and concise, and use paragraphs to separate
different points.]
[Closing: Politely request any specific action or response you desire.]
Thank you for your attention to this matter. I look forward to your
response.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]