

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Date]

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

Dear Mayor [Last Name],

Subject: Feedback on [specific issue or initiative]

I hope this letter finds you well.

I am writing to provide feedback regarding [briefly specify the issue or initiative]. [Express your thoughts, opinions, or concerns in a few sentences].

[Include any relevant details, data, or personal experiences that support your feedback].

I appreciate the efforts your office has made in addressing this matter and would like to suggest [any recommendations or solutions you have].

Thank you for considering my feedback. I look forward to seeing the continued progress in our community.

Sincerely,

[Your Name]