

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Mayor's Name]
[City Hall/Office of the Mayor]
[Address]
[City, State, Zip Code]

Dear Mayor [Last Name],

Subject: Follow-up on [Brief Description of Topic/Issue]

I hope this letter finds you well. I am writing to follow up on my previous correspondence dated [Date of Previous Letter/Contact], regarding [specific issue or topic, e.g., community project, city policy].

[Briefly restate the main points or concerns discussed in your previous letter, providing any additional context or updates if necessary.]

I would greatly appreciate any updates you could provide regarding [specific request or action sought]. Your support is crucial to the success of this initiative, and I believe it would greatly benefit our community.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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