

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Mayor's Name]
[Title]
[City/County Hall]
[Address]
[City, State, ZIP Code]
Dear Mayor [Last Name],
[Introduction - State the purpose of your letter]
[Body - Provide details, reasons, or information related to your purpose]
[Conclusion - Summarize your main points and express any requests or
closing statements]
Thank you for your attention to this matter.
Sincerely,
[Your Name]
[Your Position (if applicable)]