

[Your Name]  
[Your Title/Position]  
[Your Organization/Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

The Honorable [Mayor's Name]  
Mayor of [City Name]  
[City Hall Address]  
[City, State, Zip Code]

Dear Mayor [Last Name],

Subject: Invitation to [Event Name/Description]

I hope this letter finds you well. On behalf of [Your Organization/Company], I would like to formally invite you to [describe event, e.g., "the Annual Community Festival"] taking place on [date] at [location].

Your presence would honor us and provide an opportunity for community members to engage with you and discuss [briefly mention relevant topics or purpose].

Event Details:

- Date: [Date]
- Time: [Start Time] to [End Time]
- Location: [Venue/Address]
- Special Activities: [Include any special guests, performances, or activities]

We would be delighted if you could accept our invitation. Please let us know if you will be able to attend by [RSVP Date].

Thank you for your consideration, and we look forward to the possibility of your participation.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Organization/Company]  
[Your Contact Information]