

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Mayor's Name]
[City Hall/Office Name]
[Address of City Hall]
[City, State, ZIP Code]
Dear Mayor [Last Name],
[Opening paragraph: Introduce yourself and state the purpose of your letter.]
[Body paragraphs: Provide details, arguments, and any relevant information supporting your purpose.]
[Closing paragraph: Summarize your request or point and express appreciation for their time and attention.]
Sincerely,
[Your Name]
[Your Position or Affiliation, if applicable]
[Optional: Your Signature]