

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

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

Dear Mayor [Last Name],

Subject: [Subject of Your Request]

I hope this letter finds you well. I am writing to formally request
[clearly state your request or issue you want to address].

[Provide a brief explanation of the situation, why it is important, and
what action you hope the mayor will take.]

I appreciate your attention to this matter and look forward to your
response. Thank you for your continued service to our community.

Sincerely,

[Your Name]

[Your Title/Organization, if applicable]