

[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: Petition for [Brief Description of the Issue]

We, the undersigned residents of [City/Neighborhood Name], are writing to bring to your attention the pressing issue of [describe the issue briefly].

[Provide a detailed explanation of the issue, including relevant facts, statistics, or anecdotes to illustrate the problem.]

In light of the above, we respectfully request that your office [specific action you want the mayor to take, e.g., address the issue, initiate a project, allocate funds, etc.].

We believe that taking action on this matter will greatly benefit our community and enhance the quality of life for all residents. Attached, you will find a petition signed by [number] of concerned citizens who support this request.

Thank you for your attention to this important issue. We look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Position, if applicable]

[Attachment: Petition]