

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

[Date]
[Mayor's Name]
[Title]
[City Hall/Office Address]
[City, State, ZIP Code]

Dear Mayor [Last Name],

[Opening paragraph: State the purpose of your letter, introduce yourself, and mention any relevant affiliation or background.]

[Body paragraphs: Provide detailed information, arguments, or concerns that you wish to address. Use clear and concise language, and consider including supportive data or examples.]

[Closing paragraph: Summarize your main points, express your hope for a response or action, and thank the mayor for their attention to the matter.]

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Organization/Company, if applicable]