

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

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

Dear Mayor [Last Name],

Subject: Proposal for [Project/Initiative Name]

I am writing to propose [briefly describe the project or initiative] that aims to [state the purpose and benefits].

The proposed initiative involves [give a brief overview of the main activities or components], which will [explain how it will benefit the community or city].

To successfully implement this project, we will require [mention any necessary resources, support, or collaboration from the city or other entities].

I believe that together we can [express the potential positive impact on the community, any evidence support].

I would be grateful for the opportunity to discuss this proposal further at your convenience. Thank you for considering this project, and I look forward to your response.

Sincerely,

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