

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

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

Dear Mayor [Last Name],

Subject: [Subject of Your Letter]

I hope this message finds you well. I am writing to you as a resident of [Your Neighborhood/Community] regarding [briefly state the issue or concern].

[Include a detailed explanation of the issue, its impact on the community, and any relevant personal experiences or perspectives.]

I believe that addressing this matter is vital for the well-being of our community, and I would appreciate your attention and action on this issue.

Thank you for your consideration. I look forward to your response.

Sincerely,

[Your Name]

[Your Contact Information]