

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

Office of the Mayor  
City of Oakland  
1 Frank H. Ogawa Plaza, 2nd Floor  
Oakland, CA 94612

Dear [Mayor's Name or Appropriate Recipient],  
Subject: [Brief Subject Line of Your Correspondence]

I hope this letter finds you well.

[Opening paragraph: Introduce yourself and your purpose for writing.  
Include any relevant background information.]

[Body of the letter: Elaborate on the main points you wish to address.  
Use clear and concise language to convey your message.]

[Closing paragraph: Summarize your key points and state any actions you  
would like the recipient to take.]

Thank you for your attention to this matter. I look forward to your  
response.

Sincerely,  
[Your Name]