

[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 [Mayor's Last Name],

I am writing to express my concern regarding [specific issue or problem] that has been affecting our community. [Briefly describe the issue, including any relevant details such as dates, location, and impact on residents.]

Despite previous attempts to address this matter, [explain any actions taken or responses received, if applicable]. It has become increasingly clear that [elaborate on why this issue remains unresolved and its significance to the community].

I urge your office to take prompt action to resolve this issue by [suggest possible solutions or actions]. Our community deserves to feel safe and supported, and I believe your leadership can make a significant difference.

Thank you for your attention to this important matter. I look forward to your response and hope to see positive changes soon.

Sincerely,

[Your Name]
[Your Title, if applicable]