

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

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

Dear Mayor [Mayor's Last Name],

Subject: Request for [Specific Request/Proposal]

I hope this letter finds you well. I am writing to request your support regarding [briefly state the issue or request].

[Provide a detailed explanation of your request, including any relevant background information and its importance for the community.]

I believe that with your leadership, we can [state the positive outcome or benefit of your request]. I would appreciate the opportunity to discuss this matter further and explore potential solutions.

Thank you for your time and attention to this important issue. I look forward to your response.

Sincerely,

[Your Name]

[Your Title or Position, if applicable]