

[Your Name]
[Your Title/Organization]
[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],

I hope this letter finds you well. On behalf of [Your Organization/Group Name], I am pleased to extend an invitation to you to attend [Event Name], which will take place on [Date] at [Location] from [Start Time] to [End Time].

This event aims to [brief description of the event's purpose and significance]. Your presence would greatly honor us and inspire our attendees, as we believe it is essential to [relevant community or civic issue].

Please let us know if you will be able to join us. We look forward to the possibility of welcoming you to this important occasion.

Thank you for considering our invitation.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]