

[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 hope this letter finds you well. I am writing to respectfully request funding assistance for [specific project or initiative] that aims to [briefly describe the purpose and benefits of the project].

Our community would greatly benefit from [explain the need for the project and its positive impact on the community]. We believe that [mention any data, statistics, or testimonials supporting your request].

The total estimated cost for this initiative is [provide cost details], and we are seeking [specific amount] from the city to help us achieve our goals. We are committed to [explain any efforts your organization is making to secure additional funding or support].

I appreciate your consideration of this request and would be grateful for the opportunity to discuss this matter further. Thank you for your ongoing support of our community.

Sincerely,

[Your Name]
[Your Title/Organization, if applicable]
[Optional: Your Organization's Website or Social Media]