

[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 [Last Name],

I hope this message finds you well. I am writing to request a meeting with you to discuss [briefly state the purpose or topic of the meeting]. I believe that [explain why this meeting is important and relevant]. Your insights and guidance would be invaluable as we work towards [mention any goals or outcomes you hope to achieve].

I am available [suggest a few dates and times], but I am more than willing to adjust my schedule to accommodate yours.

Thank you for considering my request. I look forward to the opportunity to speak with you.

Sincerely,

[Your Name]

[Your Title or Organization, if applicable]