

[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 you on behalf of [group or organization name, if applicable] to present a petition regarding [briefly state the issue]. We believe that addressing this matter is crucial for the well-being of our community.

Enclosed with this letter, you will find [number] signatures from residents who support this initiative. The key points of our petition include:

1. [Key Point 1]
2. [Key Point 2]
3. [Key Point 3]

We request your attention and action on this matter, as it affects [explain the impact on the community]. We would appreciate the opportunity to discuss this issue further and explore potential solutions together.

Thank you for your time and consideration. We look forward to your response.

Sincerely,

[Your Name]
[Your Title, if applicable]
[Group/Organization Name, if applicable]