

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

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

Dear Mayor [Last Name],

I hope this letter finds you well. I am writing to express my heartfelt gratitude for your dedicated service to our community. Your leadership and commitment to [specific initiative or event] have significantly impacted our city.

Thank you for your continuous efforts in [mention specific projects or actions taken by the mayor]. Your vision and determination inspire many residents, including myself, to contribute positively to our community. I appreciate the time and energy you invest in addressing the needs of our citizens. Please know that your hard work does not go unnoticed. Thank you once again for your service and dedication to our beloved city.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]