

# Municipal Council Agenda Proposal

Date: [Insert Date]

To: [Council Member Name]

From: [Your Name]

Subject: Proposal for Agenda Item for Upcoming Council Meeting

Dear [Council Member Name],

I hope this message finds you well. I am writing to propose an agenda item for the upcoming municipal council meeting scheduled for [Insert Meeting Date]. I believe this topic is of great importance to our community and warrants discussion.

## Proposed Agenda Item:

**Title:** [Proposed Title]

**Description:** [Brief Description of the Issue or Proposal]

**Purpose:** [Explain the Purpose and Importance of the Discussion]

## Supporting Materials:

- [Document/Attachment 1]
- [Document/Attachment 2]

I respectfully request that this item be included in the agenda for the upcoming meeting. Thank you for considering this proposal, and I look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]