

Agenda Item Suggestion for Upcoming City Council Meeting

Date: [Insert Date]

To: [City Council Member's Name]

From: [Your Name]

Subject: Suggestion for Agenda Item

Dear [City Council Member's Name],

I hope this message finds you well. I am writing to propose an agenda item for the upcoming city council meeting scheduled for [Insert Date of Meeting].

Proposed Agenda Item: [Insert Proposed Agenda Item Title]

Details: [Provide a brief description of the issue, its significance, and any pertinent information related to the agenda item.]

I believe that discussing this matter would greatly benefit our community and contribute to [insert any relevant goals, such as community improvement, public safety, etc.].

Thank you for considering this suggestion. I am looking forward to your response.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]