

# Citizen's Request for Agenda Item

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

City Council

[City Council Address]

[City, State, Zip Code]

Dear Members of the City Council,

I hope this message finds you well. I am writing to formally request that the following item be placed on the agenda for the upcoming city council meeting:

**Proposed Agenda Item:** [Insert Topic Here]

**Rationale:** [Provide a brief explanation of why this item is important and should be discussed.]

I believe that addressing this matter will benefit our community in the following ways:

- [Benefit 1]
- [Benefit 2]
- [Benefit 3]

Thank you for considering my request. I look forward to the possibility of discussing this important issue with you and other community members.

Sincerely,

[Your Name]