

City Council Meeting Agenda Submission

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

City Council

[City Council Address]

[City, State, Zip Code]

Dear City Council Members,

I am writing to formally submit an agenda item for consideration at the upcoming city council meeting scheduled for [Insert Date of Meeting].

Subject: [Brief Description of Agenda Item]

Details: [Provide a detailed description of the agenda item, including any relevant background information, the issue at hand, and proposed solutions or actions. This may include statistics, studies, or community feedback and should be concise yet informative.]

I believe this matter is important for [mention significance to the community or city]. I look forward to discussing this topic further during the meeting.

Thank you for your time and attention to this matter.

Sincerely,

[Your Name]