

City Council

[City Council Address]

[City, State, Zip Code]

[Date]

Dear City Council Members,

I hope this message finds you well. My name is [Your Name], and I am a resident of [Your Neighborhood/Community]. I am writing to inquire about the possibility of placing an agenda item regarding [specific topic or issue] on the upcoming city council session scheduled for [date of the session].

This matter is of great importance to our community as it addresses [briefly explain the significance of the topic]. I believe that discussing this issue in a public forum would benefit both council members and residents alike.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip Code]

[Your Email]

[Your Phone Number]