

City Council Agenda Item Request

Date: [Insert Date]

To: [City Council Member's Name]

City Council

[City Council Address]

Dear [City Council Member's Name],

I am writing to formally request the inclusion of an agenda item for the upcoming city council meeting scheduled on [Insert Meeting Date]. The proposed agenda item is as follows:

Agenda Item Title: [Insert Title]

Description: [Provide a brief description of the item]

The purpose of this agenda item is to [Explain the purpose and importance]. I believe this matter requires the attention of the council and the input of our community members.

Please let me know if you need any further information or documentation to support this request. I appreciate your assistance in ensuring this important matter is discussed at the next meeting.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]