

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[City Council Member's Name]

[City Council's Address]

[City, State, ZIP Code]

Subject: Proposal to Add [Proposed Topic] to City Council Meeting Agenda

Dear [City Council Member's Name],

I hope this message finds you well. I am writing to propose the addition of [Proposed Topic] to the upcoming city council meeting agenda. As a resident of [City/Community Name], I believe this topic is of significant importance to our community for the following reasons:

- [Reason 1]
- [Reason 2]
- [Reason 3]

By addressing this topic, we can foster community engagement and collaboration to enhance the quality of life in our city.

I kindly request that you consider this proposal and put [Proposed Topic] on the agenda for discussion at the next city council meeting. I am happy to provide further information or assist in facilitating this discussion.

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

Sincerely,

[Your Name]