

# Request for Inclusion in City Council Meeting Agenda

Date: [Insert Date]

To: [City Council/Specific Council Member Name]

[City Council Address]

Dear [City Council/Specific Council Member Name],

I am writing to request the inclusion of a matter on the agenda for the upcoming city council meeting scheduled for [Insert Meeting Date]. The topic I would like to address is [Briefly Describe the Topic or Issue].

This matter is of significant importance to our community because [Brief Explanation of the Importance]. I believe it is essential for the council to consider [Any Proposed Actions or Solutions].

Please let me know if there are any additional steps I need to take to facilitate this request. I appreciate your attention to this matter and look forward to contributing to the discussion.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]