# Sample letter to Town Council for Consideration

Your Name  
Your address  
Date

The Honorable First Name, Last Name  
203 Main Street East  
Shelburne, Ontario  
L9V 3K7

Dear Mayor/Deputy Mayor/Counciilor First Name, Last Name

(Introduce your organization)   
  
(Explain why you are writing/what you are asking for) I am writing to ask/introduce/to support  
  
(Explain what the event is and why it is important) The event we are having will be open to the entire community.   
  
Thank You  
  
Sincerely,

First Name, Last Name