# 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