

[YOUR NAME]
[YOUR STREET ADDRESS]
[CITY, STATE ZIP CODE]
[YOUR EMAIL]
[YOUR PHONE]

[DATE]

Mayor Jim Holmes and Waco City Council Members
City of Waco
P.O. Box 2570
Waco, TX 76702

RE: [SUBJECT LINE - e.g., "Opposition to Proposed Data Center Zoning Variance"]

Dear Mayor Holmes and Council Members:

[OPENING PARAGRAPH - State who you are and your position]
I am writing as a resident of [YOUR NEIGHBORHOOD/DISTRICT] to express my [SUPPORT/CONCERN/OPPOSITION] regarding [SPECIFIC ISSUE]. As a [HOMEOWNER/BUSINESS OWNER/LONG-TIME RESIDENT] who has lived in Waco for [NUMBER] years, I am [DEEPLY CONCERNED/SUPPORTIVE] about [THE PROPOSAL/DECISION/POLICY].

[BODY PARAGRAPH 1 - Personal impact or connection]
This issue directly affects me and my family because [EXPLAIN PERSONAL CONNECTION]. For example, [SPECIFIC EXAMPLE OF HOW IT IMPACTS YOU - e.g., "my family relies on well water, and increased industrial water usage threatens our supply" or "I operate a farm on adjacent property that has been in my family for three generations"].

[BODY PARAGRAPH 2 - Facts and data]
According to [CREDIBLE SOURCE - e.g., Houston Advanced Research Center study, Texas Water Development Board], [CITE SPECIFIC FACTS OR STATISTICS]. This data shows that [EXPLAIN SIGNIFICANCE OF THE DATA]. Additionally, [ANOTHER FACTUAL POINT WITH SOURCE].

[BODY PARAGRAPH 3 - Community impact]
Our community deserves [WHAT THE COMMUNITY NEEDS/DESERVES]. Similar projects in [OTHER LOCATION] have resulted in [SPECIFIC OUTCOMES - cite case studies if possible]. We should learn from [POSITIVE OR NEGATIVE EXAMPLES] to ensure [DESIRED OUTCOME].

[CLOSING PARAGRAPH - Specific request]
I respectfully request that the City Council:
1. [SPECIFIC ACTION #1 - e.g., "Vote against the zoning variance until an independent environmental impact study is completed"]
2. [SPECIFIC ACTION #2 - e.g., "Require the developer to present a detailed water usage mitigation plan"]

3. [SPECIFIC ACTION #3 – e.g., "Hold a public hearing with at least 30 days notice to allow adequate community input"]

[FINAL SENTENCE]

Thank you for your time and consideration. I trust that you will carefully weigh the long-term impacts of this decision on our community. I am happy to discuss this matter further and can be reached at [YOUR PHONE] or [YOUR EMAIL].

Respectfully,

[YOUR SIGNATURE]

[YOUR TYPED NAME]

CC: City Manager Bradley Ford
[YOUR DISTRICT COUNCIL MEMBER IF APPLICABLE]

TIPS FOR WRITING TO ELECTED OFFICIALS:

- ✓ Keep it to one page
- ✓ Use professional, respectful tone
- ✓ Be specific about what action you want
- ✓ Include your full address (shows you're a constituent)
- ✓ Cite credible sources for any claims
- ✓ Make it personal – explain how it affects you
- ✓ Proofread carefully – typos undermine credibility
- ✓ Send both email and hard copy for maximum impact
- ✓ Follow up with a phone call to confirm receipt

EMAIL VERSION:

- Use same format but start with: "Dear Mayor Holmes and Council Members:"
- Include your full mailing address in the signature block
- Subject line should be clear and specific
- Keep it even shorter – 2-3 paragraphs maximum for email

SUBMISSION:

- Email: Check city website for individual council member emails
- Mail: Use address above
- Hand deliver: City Secretary's Office during business hours
- Public comment at meeting: Bring copies for each council member

For assistance or questions:
contact@wacodatacenter.com
www.wacodatacenter.com