

# Request for Confidential Ordinance

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Contact Information]

[Email Address]

[Date]

Honorable [Mayor's Name]

Office of the Mayor

[City Hall Address]

[City, State, ZIP Code]

Subject: Request for Access to Confidential Ordinance

Dear Mayor [Last Name],

I hope this letter finds you well. I am writing to formally request access to a confidential ordinance [Ordinance Number or Title, if known] for [state reason, e.g., legal research, official government purpose, compliance verification, etc.].

Understanding the sensitivity of this document, I am prepared to comply with any procedural requirements, including signing a confidentiality agreement or providing any necessary credentials or authorization.

If required, I am available to discuss this request in person or provide additional information to

facilitate the process. Kindly let me know the appropriate steps to proceed and any conditions that must be met to access this ordinance.

Thank you for your time and consideration. I look forward to your response at your earliest convenience.

Sincerely,

[Your Full Name]

[Your Position, if applicable]

[Your Organization, if applicable]