Public Comment to a Local Board or Council

Use when: you are speaking or submitting written comment at a public meeting.

To the [Board or Council Name]:

My name is [Your Name]. I reside at [Address or Neighborhood].

I am commenting on [Agenda Item Number and Title], scheduled for the meeting on [Date].

My position is [support / oppose / request changes].

My reasons are:
1. [Reason one.]
2. [Reason two.]

I ask the [Board or Council] to [specific action requested].

Thank you for your consideration.

[Your Name]
[Date]

Review and edit this draft before sending. This sample is not legal advice.