[mayor’s full name]

[mayor’s block address]

Dear Mayor [mayor’s full name],

I am unfamiliar with this city since I moved here about a month ago from [where you are originally from]. I know that you and the city council has done a lot of work to make the city look as well-tended as it does. I’d like to volunteer my services. What volunteer opportunities do you offer?

Sincerely,

[your full name]