

City Council Letter Template

Letter Format

[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"]

Letter Body Template

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].

Examples:

- "My family relies on well water, and increased industrial water usage threatens our supply"
- "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 requests

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

Letter Best Practices

Guideline	Details
Length	Keep it to one page maximum
Tone	Professional and respectful
Specificity	State exactly what action you want
Address	Include your full address (proves you're a constituent)
Sources	Cite credible sources for any claims
Personal	Explain how it affects you directly
Proofread	Typos undermine credibility
Multiple formats	Send both email and hard copy for maximum impact
Follow up	Call to confirm receipt

Email Version

Format Adjustments

- Use same structure 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
- Use bullet points for requests (more scannable)

Email Template

Subject: [Clear, specific topic - e.g., "District 3 Resident Opposes Data Center Zoning Variance"]

Body:

Dear Mayor Holmes and Council Members:

I am writing as a resident of [NEIGHBORHOOD/DISTRICT]
regarding [SPECIFIC ISSUE].

[1-2 PARAGRAPHS with personal impact and key facts]

I respectfully request that the Council:

- [ACTION 1]
- [ACTION 2]
- [ACTION 3]

Thank you for your consideration. I'm available at [PHONE]
or [EMAIL] to discuss further.

Respectfully,

[NAME]

[FULL ADDRESS]

[PHONE]

Submission Options

Method	When to Use	Tips
Email	Quick response needed	Check city website for individual emails
U.S. Mail	Formal record	Use address: P.O. Box 2570, Waco, TX 76702
Hand Deliver	Same day	City Secretary's Office during business hours
Public Meeting	Maximum impact	Bring copies for each council member (7 total)

Waco City Council Information

Contact Details

Position	Name	Contact
Mayor	Jim Holmes	(254) 750-5640
District I	Andrea Barefield	(254) 750-5640

District II	Isabel Lozano	(254) 750-5640
District III	Josh Borderud	(254) 750-5640
District IV	Darius Ewing	(254) 750-5640
District V	George Chase	(254) 750-5640
City Manager	Bradley Ford	(254) 750-5640

Meeting Schedule

Detail	Information
Regular Meetings	1st and 3rd Tuesdays
Work Session	3:00 PM
Business Session	6:00 PM
Location	Waco Convention Center - Bosque Theater
Address	100 Washington Ave
Website	www.waco-texas.com/Government/City-Council

Sample Letter

Jane Smith
 456 Elm Street
 Waco, TX 76710
 jane.smith@email.com
 (254) 555-1234

December 24, 2024

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

RE: District 3 Resident Opposes Proposed Data Center Zoning Variance

Dear Mayor Holmes and Council Members:

I am writing as a 15-year resident of District 3 to express my opposition to the proposed zoning variance for the InfraKey data center development. As a homeowner on Elm Street, I am deeply concerned about the long-term water and infrastructure impacts of this 520-acre industrial facility.

This issue directly affects my family because we rely on the Waco water system, which is already strained during drought conditions. The developer's environmental assessment states the facility will consume 4.5 million gallons of water daily. Meanwhile, my neighbors and I face Stage 3 water restrictions, limiting lawn watering to once per week. This disparity is fundamentally unfair.

According to the Houston Advanced Research Center, Texas data centers will consume 399 billion gallons of water annually by 2030, representing 6.6% of the state's total water supply. Additionally, a study by the Lincoln Institute found that data center water consumption is equivalent to draining Lake Mead by 16 feet annually. We cannot afford to add this burden to our already-stressed water infrastructure.

Our community deserves development that creates meaningful employment while protecting our essential resources. Industry data shows that data centers of this size typically create only 30-50 permanent jobs - far fewer than the agricultural operations currently on this land.

I respectfully request that the City Council:

1. Vote against the zoning variance until an independent water impact assessment is completed
2. Require the developer to present a concrete water conservation and mitigation plan

3. Hold a public hearing with 30 days notice to allow thorough community input
4. Ensure any approval includes binding restrictions on water usage during drought conditions

Thank you for your consideration of these concerns. The decisions made today will affect Waco residents for decades. I am available to discuss this matter further at (254) 555-1234 or jane.smith@email.com.

Respectfully,

Jane Smith
Jane Smith

CC: City Manager Bradley Ford
Council Member Josh Borderud (District III)

Maximize Your Impact

Before Sending

- ☐ Included specific, factual information with sources
- ☐ Made it personal - explained how it affects you
- ☐ Kept it to one page
- ☐ Stated clear, actionable requests
- ☐ Proofread for spelling and grammar
- ☐ Included full contact information
- ☐ Copied to City Manager and district council member

After Sending

- ☐ Called City Secretary to confirm receipt
- ☐ Followed up if no response in 2 weeks
- ☐ Attended council meeting to reference your letter
- ☐ Shared your letter as a template with neighbors
- ☐ Tracked council's response and voting record

Additional Resources

Resource	Link/Contact
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Find Your District	www.waco-texas.com
Council Meeting Agendas	www.waco-texas.com/Government/City-Council
More Templates	www.wacodatacenter.com/resources/
Get Assistance	plcmercenary@tuta.io

*Template provided by Waco Data Center Community Action
For more resources, visit www.wacodatacenter.com*