[Your Name]

[Street Address]

[City, CA Zipcode]

[Your telephone]

[Your email]

[Date here]

Members of Irvine City Council

City of Irvine

1 Civic Center Plaza

Irvine, CA 92606

To the Members of the Irvine City Council:

[Write your letter here.]

[Write your letter here.]

[Write your letter here.]

Sincerely,

[Your name and signature here if printing the letter]