

[Date]

[City Recipient]
[Department]
[Sub department]
[Organization]
[Address]
[City], [State] [Zip]

Re: [Subject, including any file numbers or identifiers necessary]

The Hollywood Hills West Neighborhood Council (HHWNC) is one of the certified neighborhood councils in the City of Los Angeles.

At a meeting of HHWNC's Board on [Date of meeting], [include if representatives participated: "as well as the representatives", include if participated: many stakeholders came to specifically discuss the agenda item for [insert file number or agenda item subject]. [After both the presentation from [support and opposition] representatives and stakeholders' comments were considered, HHWNC's Board discussed and voted on the following motion:

Motion:.

The motion passed unanimously, []yes to []no.

On behalf of HHWNC, the above information is respectfully submitted.

Very truly yours,

Anastasia Mann
President
Hollywood Hills West Neighborhood Council

cc: [insert recipients]