

TEMPLATE INVITATION TO ESTABLISH SISTER CITY RELATIONSHIP
[LETTERHEAD/CITY SEAL]

[DATE]

The Honorable [MAYOR/COUNTY COMMISSIONER/GOVERNOR]
[MAYOR/COUNTY COMMISSIONER/GOVERNOR] of [CITY/COUNTY/STATE]
[ADDRESS]
[COUNTRY]

Hon. [NAME OF INT'L OFFICIAL],

It is with great pleasure that I invite [CITY/STATE/REGION] to enter into a sister [CITY/COUNTY/STATE] relationship with [CITY/COUNTY/STATE] on behalf of the many citizens of our community.

As we look to the future of this alliance, we envision a growing awareness and appreciation of each other's culture as well as many cooperative activities which will be of mutual benefit to our communities. From this small beginning we hope this partnership will continue for many generations, fostering educational, economic, and professional exchanges. We look forward to the limitless possibilities of this relationship.

Although this partnership will begin with an agreement between our respective [MUNICIPAL/COUNTY/STATE] governments, we see the strength and vitality of this long-term association residing in the organizations, schools, businesses, and individuals of our citizenry. To this end, we have identified a group of men and women to establish the sister [CITY/COUNTY/STATE] committee and who will be instrumental in guiding the partnership at this early stage. These individuals will be responsible for working with you and your community to develop a mutually acceptable sister [CITY/COUNTY/STATE] agreement and to prepare a plan for the initial activities and exchanges that will take place. We suggest that a similar body of individuals be assembled in [NAME OF PARTNER CITY]. Please note that [NAME AND TITLE OF PRIMARY CONTACT] will be your point of contact for finalizing the agreement and planning the initial activities. [HE/SHE] can be reached at [PHONE/EMAIL].

[OPTIONAL PARAGRAPH WITH DETAILS ON SPECIFIC ACTIVITIES OR TYPES OF ACTIVITIES YOU WISH TO IMPLEMENT]

We truly hope that the great [CITY/COUNTY/STATE] of [NAME OF INT'L COMMUNITY] will seriously consider this opportunity to partner with our [CITY/COUNTY/STATE]. We eagerly await your response and would be happy to address any questions or reservations you might have.

Sincerely,

[NAME OF ELECTED OFFICIAL]

[SIGNATURE]

[TITLE]