

Sample Letter of Invitation

Date

The Honorable _____
Mayor/County Commissioner/Governor of _____
Address _____
Address _____
Country _____

Dear _____,

It is with great pleasure that I invite the City/County/State of _____ to enter into a sister city/country/state affiliation with the City/County/State of _____. This invitation is on behalf of the many citizens of our community who have come to know and love the city/country/state of _____ and vote unanimously in favor of the affiliation.

As we look to the future of this alliance, we envision a growing awareness and appreciation of each other's culture and people. From small beginnings, 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 must begin on an official basis between the governments of our two communities, we see the strength and vitality of this long-term association resting wholly in the hands of our citizen volunteers and participants. To this end, we have designated a group of men and women to enlist voluntary support in our community. We suggest that a similar body of individuals be assembled in your city/country/state.

We truly hope that the city/country/state of _____ will seriously consider the opportunity to partner with our wonderful city/country/state. We eagerly await your decision.

Sincerely,

Signature