

PHOENIX-SISTER CITY SISTER CITY PROJECT

Founder's Council

Address

Date

Name

Title, Company (If applicable)

Mailing Address

Salutation _____:

I have the pleasure and honor to write to you about our pursuit of a Sister City relationship between the cities of Phoenix and *Sister City*. We have formed a citizen's group, named the Phoenix/*Sister City* Sister City Founders' Council, which will work with the Phoenix Sister Cities Board of Directors and the City to explore a potential affiliation.

As a committee, we are beginning to identify areas of partnership, connections, and similarities between our cities. We are hoping to work with a similar group of committed individuals on your end to foster this relationship. We would like background on your current sister city program and your thoughts on potential areas of cooperation between *Sister City* and Phoenix. Toward that end, would you please identify the appropriate contact with whom we should be communicating.

We stand ready to provide you with necessary materials and support that you require to inform your Mayor and City Council with regard to Phoenix. Once our research is complete, we will make a presentation to the Phoenix Sister Cities Board of Directors, and ultimately the City Council, for approval of an official invitation to formalize a sister cities affiliation.

I look forward to the prospect of a future relationship between our two cities.

Sincerely,

Name

Chair, *Sister City* Founder's Committee