



THE INITIAL LETTER

By this time several months will have elapsed and TAA will have been in touch with your selection committee, your documentation will have been reviewed and informal soundings taken of communities abroad. Once an indication of interest has been received and the full committee with the Mayor's blessing has agreed on the choice, the next step is up to City Hall.

The Mayor, acting on behalf of the entire community sends an official invitation to his counterpart abroad proposing an affiliation and describing what it means. This letter should set forth the philosophy of the program and the type of exchange projects being considered. Preferably, it should explain why you picked that particular city in terms of historical or trade links, similar size, location or composition. A sample letter of invitation which can be personalized by your committee to fit the circumstances of your own city is reproduced in the Forms and Documents Appendix.

It is wise to include a description accompanied by photos or an illustrated booklet introducing your city and to have both the Mayor's letter and the explanatory material translated into the language spoken in your proposed Sister City, particularly if you are writing to an area where English is not widely used as a secondary language. This will enable you to identify first generation Americans fluent in the language of your Sister City who may be