

SAMPLE FOR CITY USE – ON YOUR LETTERHEAD

January _____, 2015

«FirstName» «LastName», «JobTitle»
«Company»
«Address1»
«City», «State» «PostalCode»

Dear «FirstName»:

As a member of the South Bay Cities Council of Governments (SBCCOG), I am personally inviting you to join me for a unique and special event.

The SBCCOG will be holding its 15th Annual General Assembly on **Friday, February 27, 2015** at the Juanita Millender-McDonald Community Center in the Civic Center complex of the City of Carson. This is our one meeting of the year that all mayors and city council members, city staff and the community from our 16 member cities and our county representatives are urged to attend. The event is free and is scheduled from **8:45 am to 2:30 pm** and includes a luncheon. All that is required to attend is to RSVP at www.southbaycities.org

This year's program is titled "**A View from the Front Porch: Neighborhoods in the South Bay.**" Our speakers will discuss what makes a good neighborhood, what will the neighborhood of the future look like and what do cities need to do to prepare. Please see the attached flyer for the confirmed line-up of expert speakers.

Because the program is so full, we have invited our state and federal legislators to have tables in the exhibit area and to be on hand between 8:45 and 9:45 am to talk one on one with attendees. Additionally, exhibits from our cities and our sponsors will be on display.

Once again, please know that there is no charge for the event, but your RSVP is required so that we can be sure to accommodate everyone. Registration is online @ www.southbaycities.org

As a community leader, I hope you will set aside the time to attend. I look forward to seeing you on **February 27**.

Sincerely,

Enclosure