**General Guidelines**

For a sister city/county/state partnership to be recognized by Sister Cities International®

(SCI), the two communities must sign formal documents which clearly endorse the link. This presumes several key items: that the U.S. community is already a member of SCI and has followed proper procedures (e.g. passed a city council resolution declaring the intent to twin with the specific city); that both communities share a mutual commitment to the relationship; and that both have secured the necessary support structure to build a lasting relationship. For details and guidelines regarding your organizational structure, please contact SCI national headquarters.

SCI refers to your formal document as a “Sister City Agreement.” However, as the following

example shows, the actual name and format of your documents is left up to you. This form is meant to be used as guides only – please adapt the language to reflect the specific goals of your partnership.

**In addition:**

Documents should be written in English and in the language of the counterpart community.

Consider using official letterhead and/or embellishment to reflect your unique relationship. Documents must be signed by the top elected official of both communities. Official documents are usually signed during a formal ceremony sealing the affiliation. Be sure both communities receive a signed set of the official documents for their records. (Please also send copies to SCI.)

It is strongly recommended that all official documents be reviewed and updated every few years.

 **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/county/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 thelimitless 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/county/state. We truly hope that the city/county/state of \_\_\_\_\_\_\_\_\_\_\_\_\_ will seriously consider the opportunity to partner with our wonderful city/county/state. We eagerly await your decision.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature