

SAMPLE FOR CITY USE – ON YOUR LETTERHEAD

January_____,2016

«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 17th Annual General Assembly on **Friday, February 26, 2016** 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 **8:30 am (registration & exhibits) to 3:00 pm**. Lunch is included. All that is required to attend is to RSVP at www.southbaycities.org

This year's program is titled "**Governing in an Era of Disruptive Technologies**". Our expert speakers will discuss today's rapidly advancing technologies and what the role of cities is as users, regulators, and even providers. Please see the attached flyer for the further information. Besides our very active and informative exhibit hall, for the first time this year, during the program we will have short profiles on different new technologies that will take place in between the speakers' presentations. And, we are especially pleased to be able to honor retiring Supervisor Don Knabe.

Also invited are our state and federal legislators to have tables in the exhibit area and to be on hand between 8:30 and 9:45 am to talk one on one with attendees. Watch our website to see which legislators have confirmed. Additionally, our cities and our sponsors will have exhibits on display. It promises to be a day filled with information and demonstrations!

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 on line @ www.southbaycities.org

As a (community leader, commissioner, staff member), I hope you will set aside the time to attend. I look forward to seeing you on **February 26**.

Sincerely,

Enclosure