

This sample letter was translated into Chinese at the request of one block leader who used it to introduce himself to neighbors.



OFFICE OF THE CITY MANAGER

CITY HALL

10300 TORRE AVENUE • CUPERTINO, CA 95014-3255

TELEPHONE: (408) 777-3212 • FAX: (408) 777-3366

davek@cupertino.org

Ms. Sandy Ni
Cupertino, CA 95014

Dear Sandy,

Thank you for volunteering to serve as a Cupertino block leader. We applaud your efforts and sincerely appreciate your time to help us communicate with our neighborhoods.

The city envisions a community in which neighbors:

- Know each other;
- Trust each other;
- Work together to enhance the quality of life in their neighborhoods; and
- Build capacity to respond together in emergency.

As a block leader, we are committed to supporting your efforts to make this happen.

If you have any questions or concerns about the block leader program, please contact Laura Domondon Lee, community relations coordinator, at 777-3331, or e-mail:

laural@cupertino.org.

Sincerely,

A handwritten signature in blue ink, appearing to read "David Brandt".

David Brandt

City Manager

我們十分感謝您參與 Cupertino 的“社區領袖志願小組”，並萬分讚賞及衷心感激您付出寶貴的時間來幫助我們，促進鄰居們之間的互相諒解與溝通。

本社區期望可以達到以下目標：

互相認識；


互相信任；

互相合作來促進社區生活環境與品質的改善；

在有危機狀況下，結合群眾力量來互相幫助。

我們會盡力支持您，作為本社區領袖，以達到上面所提出的目標。

如有任何疑問，請聯絡社區關係協調負責人——Laura Domondon, 電話：777-3331 或電郵 laural@cupertino.org



謹啓

David Brandt

庫柏蒂諾市政府經理