

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  
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davidb@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 408.777.3331, or e-mail: [laural@cupertino.org](mailto:laural@cupertino.org).

Sincerely,

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

David Brandt

City Manager