

SAMPLE ACCREDITATION LETTER

[Please print on your Organization letterhead]

DATE

Mr. Patrick Masambu
Director General
ITSO
4400 Jenifer St, N.W. Suite 332
Washington, D.C. 20015
USA

Subject: **FORTIETH MEETING OF THE ASSEMBLY OF PARTIES (AP-40)**

Dear Mr. Masambu,

In reference to your letter dated 13 January 2021, convening the Thirty-Fortieth Assembly of Parties scheduled for 16-18 June 2021 in Washington, DC-USA, and in accordance with Rule V of the Rules of Procedure of the Assembly of Parties, I wish to inform you that the Party of *<country>* will be represented at this Meeting by the following delegation:

<name> (Representative)

<title>

<organization>

<name> (Alternate Representative)

<title>

<organization>

<name> (Advisor)

<title>

<organization>

The members of this delegation are authorized to speak and vote on behalf of the Party of *<country>*.

Sincerely,

<name>

<title>

<signature>