

## SAMPLE PROXY LETTER

( *Please print on your Organization letterhead* )

< *Date* >

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

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

Dear Mr. Masambu,

With reference to your letter dated 13 January 2021, convening the Fortieth Assembly of Parties scheduled to be held 16-18 June 2021 in Washington, DC – USA, we wish to inform you that the Party of < **country** > will be represented at this Meeting by the Party of < **country** > who is authorized to speak and vote in the name of the Party of < **country** >.

Sincerely,

<name>

<title>

<signature>