

## 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: **THIRTY-NINTH MEETING OF THE ASSEMBLY OF PARTIES (AP-39)**

Dear Mr. Masambu,

In reference to your letter dated 21 October 2019, convening the Thirty-Ninth Assembly of Parties scheduled for 29 June to 1 July 2020 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>*