

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

Dear Mr. Masambu,

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