**SAMPLE ACCREDITATION LETTER**

*[Please print on your organization letterhead]*

Mr. Patrick Masambu

Director General

ITSO

4400 Jenifer St, N.W. Suite 333

Washington, D.C. 20015

USA

Subject: **FORTY FIRST MEETING OF THE ASSEMBLY OF PARTIES (AP-41)**

Dear Mr. Masambu,

In reference to your letter dated 31 January 2024, convening the Forty First Assembly of Parties scheduled for 8-10 October 2024 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>***