

Template for the letter of representation

Organization Logo

Organization Address

Organization website

Date: DD/MM/YYYY

Subject: Letter of Representation for the 4th International Conference on Small Island Developing States

On behalf of the [organization's name], I hereby nominate the following person(s) to represent [organization's name] at the 4th International Conference on Small Island Developing States, which will be held on 27 – 30 May 2024 in Antigua and Barbuda.

Person 1: Name, title, email address

Person 2: Name, title, email address

Person 3: Name, title, email address

Person 4: Name, title, email address

Sincerely,

Signature

Name of Head of the Organization

Title of the Head of the Organization