

Template for the letter of representation for the First session of the Preparatory Committee for the 4<sup>th</sup> International Conference on Financing for Development

Organization Logo

Organization Address

Organization website

Subject: Letter of Representation for the 4<sup>th</sup> International Conference on Financing for Development

On behalf of the [organization's name], I hereby nominate the following person(s) to represent [organization's name] at the First session of the Preparatory Committee for the 4<sup>th</sup> International Conference on Financing for Development, which will be held on 22-26 July in Addis Ababa, Ethiopia.

Person 1: Name, title, email address

Person 2: Name, title, email address

Sincerely,

Signature

Name of Head of the Organization

Title of the Head of the Organization