

## Template for the letter of representation

Organization Logo

Organization Address

Organization website

Date: DD/MM/YYYY

**Subject:** Letter of Representation for the Third United Nations Conference on Land-Locked Developing Countries (LLDC3)

On behalf of the [organization's name], I hereby nominate the following person(s) to represent [organization's name] at the Third United Nations Conference on Land-Locked Developing Countries (LLDC3), which will be held on **10 to 13 December 2024** in Gaborone, Botswana.

**Representative 1:** Name, title, email address

**Representative 2:** Name, title, email address

**Representative 3:** Name, title, email address

**Representative 4:** Name, title, email address

**Representative 5:** Name, title, email address

Sincerely,

Signature

Name of Head of the Organization

Title of the Head of the Organization