

Template for the letter of representation for the Second 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 4th 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 Second session of the Preparatory Committee for the 4th  
International Conference on Financing for Development, which will be held on 3-6 December at  
the United Nations Headquarters in New York, USA.

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