

## TEMPLATE FOR THE LETTER OF AUTHORIZATION/REPRESENTATION

**Insert organization Logo**

**Organization Headquarters address**

**Organization website address**

Date: DD/MM/YYYY

Subject: Letter of Authorization/Representation for the [insert event name]

Dear UN Secretariat,

On behalf of the [*insert your organization's name*], I hereby authorize the following representative(s) to represent my organization at the [*event name*], which will be held on [*event date*], at [*event location*]:

- Full name of the nominated representative(s)
- Title(s)
- Email address(es) of each of the nominated representative(s)

Sincerely,

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Signature

[*Insert full name of the Head of the Organization*]