

Template for the letter of representation

Organization Logo

Organization Address

Organization website

Date: DD/MM/YYYY

Subject: Letter of Representation for the Fourth International Conference on Financing for Development (FFD4), Sevilla, Spain.

On behalf of the [organization's name], I hereby nominate the following person(s) to represent [organization's name] at the Fourth International Conference on Financing for Development (FFD4), which will be held on **30 June - 3 July 2025** in Sevilla, Spain.

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