

**TEMPLATE FOR THE LETTER OF AUTHORIZATION/REPRESENTATION  
[ON YOUR ORGANIZATION'S LETTERHEAD]**

**Insert your organization's Headquarters address**  
**Insert your organization's website address**

**Date: DD/MM/YYYY**

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

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 [insert name of the UN event/conference], which will be held on [insert event date], at [insert event location]:

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

Yours sincerely,

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Signature of the head of your organization

(Type the full name of the Head of the Organization here)