Letterhead

**Template for the letter of representation**

Organization address

Organization website

Date: DD/MM/YYYY

**Subject**: Letter of Representation for the Informal Interactive Multi-Stakeholder Hearing as part of the preparatory process for the High-level meeting of the General Assembly on the appraisal of the United Nations Global Plan of Action to Combat Trafficking in Persons

On behalf of the [organization’s name], I hereby nominate the following person(s) to represent [organization’s name] at the Interactive Multi-Stakeholder Hearing, which will be held on **24 July 2025** at **UNHQ in New York**.

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