

Template for the letter of representation

Organization Logo

Organization Address

Organization website

Date: DD/MM/YYYY

Subject: Letter of Representation for the [event name]

On behalf of the [organization's name] I hereby nominate the following person(s) to represent [organization's name] at the [event name], which will be held at the UN Headquarters in New York, USA.

Representative 1: [Name, title, email address]

Representative 2: [Name, title, email address]

Representative 3: [Name, title, email address]

Sincerely,

Signature

Name of Head of the Organization

Title of the Head of the Organization