

## 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 [organization's name] I hereby nominate the following person(s) to represent [organization's name] at the [event name], which will be held on [event date], at [event location].

Person 1: Name, title, email address

Person 2: Name, title, email address

Person 3: Name, title, email address

Person 4: Name, title, email address

Sincerely,

Signature

Name of Head of the Organization

Title of the Head of the Organization