

## 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 to represent [organization's name] at the [event name], which will be held on [event date], at [event location].

- Name of the nominated representative(s)
- Title
- Email address

Sincerely,

Signature

Name of Head of the Organization

Title of the Head of the Organization