Official letter Head

SAMPLE

Note Verbale

Réf : -----------

The [Permanent Mission / full name of the Ministry] of [name of country] presents its compliments to the Office of the High Commissioner for Human Rights (Secretariat of the Voluntary Technical Assistance Trust Fund to Support the Participation of Least Developed Countries and Small Island Developing States in the work of the Human Rights Council), and has the honour to refer to the latter’s Note Verbale dated ………………… inviting SIDS without representation in Geneva to designate one Government official to participate in the ……..session of the Human Rights Council.

The [Permanent Mission/full name of the Ministry] wishes to inform the Secretariat of the Trust Fund that Ms. /Mr. (full name and title of Government representative) has been nominated to participate fully in the ( session) of the Human Rights Council from…. to …….. 2018.

Please find below additional information concerning [Ms. /Mr. …………].

Name, Surname (exactly as indicated in the passport):

Date of birth:

Email addresses (office and private)

Telephone numbers (both at the office and mobile phone):

**The Government representative will need /not need a visa Schengen**

The following documents are attached: copies of the passport and curriculum vitae (word document).

 The [Permanent mission/full name of Ministry] of [name of country] avails itself of this opportunity to renew to the Secretariat of Voluntary Technical Assistance Trust Fund to Support the Participation of Least Developed Countries and Small Island Developing States in the work of the Human Rights Council the assurances of its highest consideration.

[CITY, DATE]

[OFFICIAL STAMP]