

SAMPLE LETTER OF REGISTRATION

[logo or letterhead]

[Date letter is sent]

Secretariat
Division for Ocean Affairs and the Law of the Sea
Office of Legal Affairs
United Nations
Att. Ms. Linda Behnke

Dear Ms. Behnke,

[Name of organization],¹ a non-governmental organization [criterion for eligibility to participate]² would like to register the following participants to the organizational meeting of the Preparatory Commission for the entry into force of the *Agreement under the United Nations Convention on the Law of the Sea on the conservation and sustainable use of marine biological diversity of areas beyond national jurisdiction* and the convening of the first meeting of the Conference of the Parties to the Agreement:

1. [first/given name] [last/family name], [title] e.g. Ms. Jane Doe, President
- 2.
- 3.

If further information is required, please do not hesitate to contact [name] at [email address].

Yours sincerely,

Ms./Mr. J. Doe
[signature]
President
[Name of organization]

¹ Kindly include the full name of the organization in the registration form. ² The organization must be a non-governmental organization (NGO) that is not affiliated with any government or intergovernmental organization. It must also be a legal entity under the law of a country and have a permanent address. For more information, please refer to the registration form.