

**CREDENTIAL LETTER TO BE ISSUED ON HEADED PAPER**

[Date]

Mr Robério Oliveira Silva  
Executive Director  
International Coffee Organization  
22 Berners Street  
London W1T 3DD

Dear Mr Silva,

**117<sup>th</sup> Session of the International Coffee Council and other ICO meetings**  
(London, United Kingdom, 19 to 23 September 2016)

I am pleased to inform you that [country] will be represented by the following delegate(s) at the 117<sup>th</sup> Session of the International Coffee Council and other meetings taking place in London, United Kingdom from 19 to 23 September 2016:

[Name] Representative (one person only please)  
[Title]  
[Organization]

[Name] Alternate(s)  
[Title]  
[Organization]

[Name] Adviser(s)  
[Title]  
[Organization]

Yours sincerely,

[Signature]\*  
[Name]  
[Title]

*\* To be signed by a representative of the competent authorities of the Member country (i.e. the relevant Ministry or government agency of the Member country or by a representative of the Diplomatic Mission of the Member concerned either in the country where the seat of the Organization is located or where a session takes place.*