MODEL CREDENTIAL LETTER

Please send your credential letter on headed paper as an attachment to credentials@ico.org by 16 March 2018. The original can be submitted as soon as possible thereafter.

[Date]

International Coffee Organization
222 Gray’s Inn Road
London WC1X 8HB

Dear Sir,

121st Session of the International Coffee Council and associated meetings
(Mexico City, 9 to 13 April 2018)

I am pleased to inform you that [country] will be represented by the following delegate(s) at the 121st Session of the International Coffee Council and associated meetings taking place in Mexico City from 9 to 13 April 2018:

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

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

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

Yours faithfully,

[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).