

**MODEL CREDENTIAL LETTER**

Please send your credential letter on headed paper as an attachment to [credentials@ico.org](mailto:credentials@ico.org) by 22 February 2019

Mr José Sette  
Executive Director  
International Coffee Organization  
222 Gray's Inn Road  
London WC1X 8HB

*[Date]*

Dear Mr Sette,

**124<sup>th</sup> Session of the International Coffee Council and associated meetings**  
(Nairobi, 25 to 29 March 2019)

I am pleased to inform you that [country] will be represented by the following delegate(s) at the 124<sup>th</sup> Session of the International Coffee Council and associated meetings taking place in Nairobi from 25 to 29 March 2019:

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

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

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

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).*