

**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,

**115<sup>th</sup> Session of the International Coffee Council  
(Milan, Italy, 28 September to 2 October 2015)**

I am pleased to inform you that [country] will be represented by the following delegate(s) at the 115<sup>th</sup> Session of the International Coffee Council, the Global Coffee Forum and other meetings taking place in Milan, Italy, from 28 September to 2 October 2015:

[Name] Representative

[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.*