

## MODEL CREDENTIAL LETTER

Please send your credential letter on headed paper as an attachment to [credentials@ico.org](mailto: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,

**121<sup>st</sup> 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 121<sup>st</sup> 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).*