**SAMPLE LETTER OF CREDENTIALS**

**Official Letterhead of the Head of State, Head of Government or**

**Minister of Foreign Affairs**

The Executive Secretary,

UNEP/CMS Secretariat,

Bonn, Germany

In the name of the Government of [*name of country*], the undersigned [*name of Head of State, Head of Government* *or* *Minister of Foreign Affairs*], do hereby appoint:

Representative:

[*Full Name of Representative*], [*Title*], [*Organisation*]

Alternate representative {where applicable}:

[*Full Name of Alternate Representative*], [*Title*], [*Organisation*]

to represent the Government of [*name of country*] in the first extraordinary meeting of the Conference of the Parties to the Convention on the Conservation of Migratory Species of Wild Animals (CMS ExCOP 1) to be held through a written silence procedure from 28 November to 1 December 2023.

The said Representative {and Alternate Representative(s)} are fully authorised to take part in the CMS ExCOP 1, to exercise the silence for adopting the resolution approving a 2024 interim budget, and to break the silence through the submission of a specific written comment.

In witness whereof, I, [*name of Minister*], have signed this Letter of Credentials and affixed hereto my official seal.

Done in [*City*], Date

 *Signature*

 *Official Seal*