

SAMPLE LETTER OF REGISTRATION

[Your organization's logo or letterhead]

[Your organization's address]

[Date letter is sent]

Secretariat
Division for Ocean Affairs and the Law of the Sea
Office of Legal Affairs
United Nations
Att. Ms. Linda Behnke

Dear Ms. Behnke,

[Name of organization],¹ a non-governmental organization [criterion for eligibility to participate]² would like to register the following participants to the organizational meeting of the Preparatory Commission for the entry into force of the *Agreement under the United Nations Convention on the Law of the Sea on the conservation and sustainable use of marine biological diversity of areas beyond national jurisdiction* and the convening of the first meeting of the Conference of the Parties to the Agreement:

1. [first/given name] [last/family name], [title] e.g. Ms. Jane Doe, President
2. ...
3. ...

If further information is required, please do not hesitate to contact [name] at [email address].

Yours sincerely,

Ms./Mr. J. Doe
[signature]
President
[Name of organization]

¹ Kindly include the full name of your organization. For organizations in consultative status with ECOSOC, please submit the name exactly as listed in the iCSO database: <http://esango.un.org/>

² E.g. "that is in consultative status with ECOSOC since 2001" or "that was accredited to the World Summit on Sustainable Development". Full eligibility criteria are available in paragraph 6 of General Assembly resolution 78/272 (currently available as [A/78/L.41](#)).