

## SAMPLE LETTER OF REGISTRATION

[ logo or letterhead]

[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],<sup>1</sup> a non-governmental organization [criterion for eligibility to participate]<sup>2</sup> 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]

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<sup>1</sup> Kindly include the full name of the organization in the registration form. <sup>2</sup> The criteria for eligibility to participate in the meeting are set out in the registration form.