

SAMPLE LETTER OF REGISTRATION

[Your organization's logo or letterhead]

[Your organization's address]

[Date letter is sent]

Secretariat of the Conference
Division for Ocean Affairs and the Law of the Sea
Office of Legal Affairs
United Nations
Att. Ms. Roxanne Lord

Dear Ms. Lord,

[Name of organization],¹ a non-governmental organization [criterion for eligibility to participate]² would like to register the following participants to the [second] session of the *Intergovernmental Conference on an international legally binding instrument 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*:

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. Jane 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 13 of General Assembly resolution 72/249: <https://undocs.org/en/A/RES/72/249>