# [SAMPLE LETTER OF CREDENTIALS]

In the name of the Government of [*name of country*], the undersigned [*name of the Minister*]

[*Ministry[[1]](#footnote-1)*], hereby appoints:

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

to represent the Government of [*name of country*] at the **Range State Meeting on the Single Species Action Plan for the Hawksbill Turtle in South-East Asia and the Western Pacific**, to be held online from 31 May to 2 June 2022.

The said representative is fully authorized to take part in the meeting, to transact all such matters as may pertain to its work, and to adopt the Single Species Action Plan for the Conservation of Hawksbill Turtles in South-East Asia and the Adjacent Western Pacific on behalf of the Government of [*name of country*].

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

Done in [*City*], *[Date]*

*[Signature]*

*[Official Seal[[2]](#footnote-2)]*

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1. Head of State, Head of Government, Minister of Foreign Affairs, the Minister or Deputy of the focal Ministry/Authority for marine turtle conservation [↑](#footnote-ref-1)
2. This document must bear a seal or be printed on headed notepaper, in order to unambiguously indicate that the Credentials have been issued by the appropriate authority. [↑](#footnote-ref-2)