
Nomination of a new CMS National Focal Point

Instructions to template letter

1. Copy the text of the template onto an official letter head of your ministry
2. Delete the square bracket, which says **[Sample letter]** (this was only a reference)
3. Enter the Reference number if applicable, otherwise delete as appropriate
4. Replace the bracket **[name of country]** with your actual country name without the brackets
5. Enter the details of the new National Focal Point, i.e. the name, title/function, address, telephone number and email address in the space provided
6. Enter the **[city]** and **[date]** of the letter
7. Followed by the **[signature]** and **[printed name of the responsible minister]**
8. This is completed by the **[address of the Ministry]** (if not already included in the official ministry letterhead or footer)
9. Finally, please seal the letter with the official ministry stamp
10. Once this letter is completed, kindly scan and return it to the following email address
cms-secretariat@un.org

Thank you!