

**SAMPLE CREDENTIALS LETTER [IGOs & NGOs]**

[Your organization's logo or letterhead]

[Your organization's address]

[Date letter is sent]

Secretary-General  
International Seabed Authority  
14-20 Port Royal Street  
Kingston  
Jamaica

Dear Mr/Madam Secretary-General,

[Name of organization],<sup>1</sup> a [non-governmental organization or governmental organization] that is an observer to the International Seabed Authority would like to register the following participants to the [number] session of the meetings of the [Council and/or Assembly] of the Authority:

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,

[signature]

Ms./Mr. J. Doe

President

[Name of organization]

[stamp of organization, as relevant]

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<sup>1</sup> Kindly include the full name of your organization