

SAMPLE EXCHANGE OF LETTERS

Excellency [or Sir, depending on the rank of the other party],

I have the honour [I WISH TO] to refer to your letter <No. OF LETTER> of <DATE OF LETTER>, which reads as follows:

“Excellency,

.....
.....
.....
.....”

I have further the honour [I FURTHER WISH TO] to confirm on behalf of UNIDO the foregoing arrangements and to agree that Your Excellency’s letter [or note] and this letter [or note] shall be regarded as constituting an Agreement between UNIDO and the Government of [...] regarding [THE SUBJECT], effective the date of this letter of reply. [ANY ADDITIONAL ELEMENTS AS THE CASE MAY BE].

<NAME OF DIRECTOR-GENERAL>
<HIS/HER SIGNATURE>
TITLE