

[OFFICIAL HEADER]

[Ref. Number]

[Date, Place]

NOTE VERBAL

The Permanent Mission of xx to the United Nations in Vienna [alternatively: Embassy of xx in Vienna/Ministry of Foreign Affairs of xx] presents its compliments to the United Nations Office on Drugs and Crime and has the honour to provide herewith the composition of the delegation of xx to the [meeting's name] to be held on [meeting's dates] in Vienna, Austria.

1. Head of Delegation [if applicable]

Name of delegate

Full Title

Email address

2. Name of delegate

Full Title

Email address

[The issuing authority] avails itself of this opportunity to renew to the United Nations Office on Drugs and Crime the assurances of its highest consideration.

[Place, date]

[Full name and title (typed)]

Signature

OFFICIAL STAMP]

To the Secretariat of the Conference of the Parties
To the United Nations Convention against
Transnational Organized Crime
Vienna