**NOMINATION LETTER TEMPLATE**

No.: [*Ref. Number*] [City, Date]

Subject: [*Activity Name*]

Dear Sir/Madam,

Pursuant to the invitation received from the Statistical, Economic and Social Research and Training Centre for Islamic Countries (SESRIC), the [*Your Institution Name*] would like to inform herewith that the following list of officer(s)/executive(s) has/have been nominated to participate in the [*Activity Name*] to be held on [*Date and Venue- or- via a video conferencing platform*]:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Title** | **Name Surname** | **Position** | **Phone Number** | **E-mail** |
| **1** | [*Mr./Mrs./Ms*] |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Additional note, if any:………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………....

Sincerely,

[*Signature of the Head of the Institution/Director*]

[*Full Name*]

[*Position/Title*]