

SAMPLE LETTER
ABSENCE OF THE PERMANENT REPRESENTATIVE

[LETTERHEAD]
[Date]

His Excellency Mr. António Guterres
Secretary-General
United Nations
New York, NY 10017

Your Excellency,

I have the honor to inform you that I will be absent from New York beginning on
[date of departure] until *[return date]*.

During my absence, *[Mr./Ms./Mrs.] [full name of diplomat]*, *[Diplomatic Rank]*, will assume the duties of Charge

Please accept, Your Excellency, (g7-5T) 23.63Tm[vc>DCETB1 0 0 1 9.024471E/BB1 a