

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your coordination for the upcoming intergovernmental meeting scheduled for [Date] at [Location]. This meeting aims to address [brief description of the purpose or agenda of the meeting].

To ensure a productive session, we would appreciate your efforts in coordinating the following:

- Preparation of the meeting agenda
- Identification of key participants
- Logistical arrangements including venue and translation services

Please let us know your availability for a preliminary discussion about the meeting details. Your collaboration is crucial for the success of this event.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]