

Please place official letterhead here

[INSERT DATE]

TEMPLATE FOR CERF PLEDGE LETTER

The Permanent Mission of **XXXX** to the United Nations presents its compliments to the United Nations Office for the Coordination of Humanitarian Affairs (OCHA). With reference to the replenishment of the Central Emergency Response Fund (CERF), the Government of **XXXXX** has the honour to announce its pledge of **XXXX [amount] in XXXX [currency]** towards the CERF for the year **XXXX**.

The Permanent Mission of **XXXX** to the United Nations avails itself of this opportunity to renew to the United Nations Office for the Coordination of Humanitarian Affairs the assurances of its highest consideration.

[AFFIX OFFICIAL SEAL]

(All letters should be clearly signed by the authorized representative, dated and affixed with the official seal.)

Mail to:

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United Nations Office for the Coordination of
Humanitarian Affairs (OCHA)
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New York, NY 10017, USA
Fax: +1 917-367-0158,
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