

**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 d'Affaires, ad interim.

Please accept, Your Excellency, the assurances of my highest consideration.

Sincerely yours,

[ authorized signature ]

Permanent Representative

To the  
Protocol and Liaison Service  
of the United Nations, Room S-0201  
New York, NY 10017