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| **United Nations Development Programme**  [Programme Country] |  |

**Subject**: Establishment of a UNDP presence in [specify location]

The Resident Representative of the United Nations Development Programme (UNDP) presents his compliments to the Minister of Foreign Affairs of the Government of [Country] and has the honor to refer to consultations between officials of your Government [add names of officials as appropriate] and staff of his office with respect to the establishment of a UNDP presence in [specify location].

Through the present letter, the Resident Representative seeks your formal agreement to establishing such UNDP presence in form of a sub office / project office [delete as appropriate] to oversee and coordinate the implementation of the [specify name of the programme] as part of UNDP permanent mission pursuant to Article II, paragraph 4(a) of the Standard Basic Assistance Agreement (SBAA) between the Government of [Country] and UNDP signed on [date of signature].

The presence will be managed by a head of office [change title as appropriate] who will be fully responsible for the day to day management of UNDP operations in [specify geographic area] as well as the supervision of UNDP staff in this area. For this purpose, the head of office [change title as appropriate] will have delegated authority to engage with and maintain contact to local governmental counterparts and development partners on behalf of UNDP on matters related to the above-mentioned programme.

Attached, please find additional information regarding objective and scope of the planned presence.

The Resident Representative avails himself of this opportunity to renew to the Ministry of Foreign Affairs of the Government of [Country] the assurances of his highest consideration.