**Sample letter – absence of the permanent representative/ appointment of chargé d’affaires**

[LETTERHEAD]

 The Permanent Mission of \_\_\_\_\_\_\_\_\_\_\_ (*name of country*) to the international organisations in Vienna presents its compliments to the Protocol and NGO Liaison Office of the United Nations Office at Vienna and has the honour to inform the Protocol Office of the temporary absence of H.E. Ms. Jane DOE, Permanent Representative and Ambassador Extraordinary and Plenipotentiary from \_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_ (*period of absence*). During Her Excellency’s absence, Mr. John DOE is appointed as chargé d’affaires ad interim.

 The Permanent Mission of \_\_\_\_\_\_\_\_\_\_ (*name of country*) avails itself of the opportunity to renew to the Protocol office of the United Nations Office at Vienna the assurances of its highest consideration.

 Vienna, [date]

 (stamp)

 (initials of the Permanent Representative)