

**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

Please accept, Your Excellency, (g7-5T) 23.63Tm[vc>DCETB1 0 0 1 9.024471E/BB1 a