**Sample Letter**

**[Official Letterhead]**

Mr/Ms. **(Name of Chairperson)**
Chair, Governmental Stakeholder Group
Number Resource Society (NRS)

Membership request and nomination of GSG representative(s) on behalf of **[national government]**

Dear Mr/Ms (Name of Chairperson),

The **[ministry, department or agency you represent]** is the national authority of [country or distinct economy with two-letter code xx] that is in charge of and supervises matters related to Internet governance, including those NRS supports and stands for.

The **[ministry, department or agency]** formally requests an official membership to participate in NRS’ Governmental Stakeholder Group (GSG). And we are pleased to appoint **[GSG Representative name]** as our official spokesperson and representative on behalf of **[national government].**

Please find the candidate's relevant information below:

Prefix or Title:

First name:

Last Name:

Job Title:

Employer:

Email:

Phone:

Phone 2:

Sincerely,

**[Letter must be signed by a relevant government minister or senior official who has been designated by the national government and is in charge of all NRS/GSG issues]**