[Date]

To the Executive Secretary of the United Nations Framework Convention on Climate Change (UNFCCC) secretariat in Bonn, Germany,

We are pleased to submit this Expression of Interest (EOI) on behalf of [Country Government Name] to host the Regional Climate Week for [Region] in [City] in 2024 to support the convening of diverse stakeholders in the public and private sectors around the common goal of addressing climate change and facilitate implementation of the Paris Agreement at the regional level.

With this letter, we submit our offer to host the Regional Climate Week for [Region] 2024 in accordance with the roles and responsibilities outlined in the RCW 2024 Information Note and are committed to providing the logistics, services and support required for delivering the event.

Yours Sincerely,

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Signature of Minister or highest ranking official

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Place

[Salutation, Name, Family Name]

[Title] [Department or organization]

[City, Country]

[E-mail] [Phone]

*Thank you for your Expression of Interest.*

*Please send this signed EOI to the UNFCCC secretariat at*

[*Climate-Weeks@unfccc.int*](mailto:Climate-Weeks@unfccc.int) *and attach the Elaboration on Criteria form by 6 October 2023.*