[Relevant national government official contact]

[MoH, country]

And

[country] Permanent Mission to the United Nations

[NYC or GVA Address, can be found in the Blue Book: [Geneva](https://www.ungeneva.org/en/blue-book) / [NYC](https://bluebook.unmeetings.org/)]

To Whom It May Concern [or insert names if known]:

Please allow me to introduce myself, my name is XX, and I am the [position] for the [alliance]. The [alliance] is a civil society organization advocating for policies and practices that better prevent and address noncommunicable diseases (NCDs) and the people they affect. We focus our work on [insert key focal areas of alliance’s advocacy in your country].

On behalf of [alliance], I will be in [Geneva/New York] during [insert dates]attending side events of [insert event name -MSH hearing/WHA/UNGA/UNHLPF/other?]**,** to prepare our advocacy efforts towards the Fourth UN High-level on the Prevention and Control of NCDs and Mental Health (HLM4) in 2025. Myself and my NCDA colleagues would welcome the opportunity to meet with the members of the of the [Geneva/New York] -based UN mission covering health and the HLM4 process. We are aware of the keen interest our country has in the NCD prevention and control agenda, and as a civil society actors, we are committed to reducing the burden of NCDs to end extreme poverty, reduce inequality, and improve the health and wellbeing of all. Therefore, we would be honored to discuss our country’s leadership to achieve accelerated action on the road to the HLM4, as well as ways that we can collaborate to advance our mutual goals in pursuit of the right to health of our population.

Please do let us know if you would be available to meet with us during those dates – we are happy to accommodate your busy schedule.

Best regards,

[Name]

[Position]

[Alliance]

[email]