

[Salutation]

I have the honour to refer to the **[reference to the model letter of interest containing agreement in principle]**, conveying your Government's willingness to provide host facilities for the **[session number/name of the Committee/Task Force]** in **[venue]** from **[date of the session]**.

I very much appreciate the generous offer made by your Government.

The Session is being convened within the framework of the Joint FAO/WHO Food Standards Programme. It is my intention to invite all Members of the FAO/WHO Codex Alimentarius Commission listed in Annex A. Notification of the Session will be given to the international organizations listed in Annex B who will attend as appropriate according to their specific field of interest.

Furthermore, other Member Nations or Associate Members of FAO and/or WHO, which are not members of the Codex Alimentarius Commission, or States which, while not Members of FAO or WHO, are members of the United Nations, as well as international organizations in relationship with FAO and/or WHO may be represented by observers at the Session, should they so request. The total number of participants is expected to be about **[xxx]**.

The Session, chaired by the **[name of the host country]** **[and, if applicable in case of co-chairing, the name of the co-host country]**, will be conducted in **[working languages of the committee/task force]**.

I would like to draw your attention to the responsibilities to be assumed by the Host Government and by FAO for the Session as specified in the attached Memorandum of Responsibilities. Part II of this Memorandum sets out the responsibilities of the Host Government with regard to privileges and immunities and the granting of visas and all necessary facilities to participants.

I would appreciate receiving your Government's acceptance by email (Official-Correspondence-Group@fao.org) of the responsibilities outlined in the Memorandum by **[date]** so that invitations and documents may be prepared and issued in a timely manner. This letter and your reply will constitute the Agreement covering the Session.

[Closing]