[Insert Organization Letter Head]

[Date]

To: Claudia Godfrey CPDAE Chair

Cc: The Adaptation Fund Board Secretariat - afbsec@adaptation-fund.org

The Green Climate Fund Secretariat – eresende@gcfund.org

Dear CPDAE Chair,

**Subject:** Commitment of [NAME OF ENTITY] to become a member of the Community of Practice for Direct Access Entities (CPDAE)

As the legal representative of [NAME OF ENTITY], which is the accredited entity through the Direct Access Modality of [the Adaptation Fund] [the Green Climate Fund] [both the Adaptation Fund and Green Climate Fund], it is my privilege to confirm the participation of [NAME OF ENTITY] in the CPDAE. I confirm [NAME OF ENTITY] commitment to observe the CPDAE Charter and the community rules of engagement and support the CPDAE Action Plan.

I am also pleased to confirm the designation of the following persons to represent the organization in CPDAE:

The primary focal point:

* Full name: Mr(s)
* Title:
* Contact information:
	+ Email: xxx@xxxxxxx.xxx
	+ Phone number: +XX XXX XXXXXX

The alternate focal point:

* Full name: Mr(s).
* Title:
* Contact information:
	+ Email: xxx@xxxxxxx.xxx
	+ Phone number: +XX XXX XXXXXX

On behalf of [NAME OF THE ORGANIZATION], I want to express our strong commitment to work closely together and actively participate in all the activities to achieve the goals CPDAE.

Thank you for supporting climate actions.

Sincerely,

[Name of legal representative]

[Position/Title]