**[Letterhead of the Relevant Government Institution/Ministry]**

[Date]

**To:**  
Mr. Mikko Ollikainen

Head of the Adaptation Fund

c/o Global Environment Facility

Mail stop: N 7-700

1818 H Street NW, Washington DC 20433, USA

Email: [afbsec@adaptation-fund.org](mailto:afbsec@adaptation-fund.org); Telephone: +1.202.473.0701

Subject: Nomination of ***[Name of institution]*** as Designated Authority to the Adaptation Fund per Decision B.43/28 of the Adaptation Fund Board

Dear Mr. Ollikainen,

Following the decision of the Adaptation Fund Board during its forty-third meeting on 11th October 2024, on behalf of the ***[Government of Country Name]***, and in my capacity as ***[Position title and affiliated Government Ministry/Department],*** I am pleased to nominate ***[Name of institution]*** to officially serve as the Designated Authority (DA) to the Adaptation Fund.

In line with the Adaptation Fund Board’s decision, the following shall hereby be recognized as the official contact details for the DA of ***[ Government of country name]***:

**Designated Authority:** Name of the institution, address, email, and phone number

**Primary contact point (with signing authority)**: Name, title/designation, email address, phone number(s)

**Secondary contact point 1 (to facilitate communication and coordination with the Fund)**: Name, title/designation, email address, phone number(s)

**Secondary contact point 2 (to facilitate communication and coordination with the Fund)**: Name, title/designation, email address, phone number(s)

I am confident that the DA and nominated representatives will uphold the highest standards of professionalism and diligence in fulfilling their responsibilities as to the Adaptation Fund Board.

Yours sincerely,

***[Signature]  
[Name of the Minister/*** **an authority at cabinet level, or the Ambassador of the Party*]***