*[****INSERT DATE****]*

**TEMPLATE FOR CERF PLEDGE LETTER**

The Permanent Mission of *XXXX* to the United Nations presents its compliments to the United Nations Office for the Coordination of Humanitarian Affairs (OCHA). In order to replenish the Central Emergency Response Fund (CERF), the Government of *XXXXX* has the honour to announce its pledge of *XXXX [amount] in XXXX [currency]* towards the CERF for the year 2024 [Note: please amend sentence as necessary].

The Permanent Mission of *XXXX* to the United Nations avails itself of this opportunity to renew to the United Nations Office for the Coordination of Humanitarian Affairs the assurances of its highest consideration.

*[****AFFIX OFFICIAL SEAL****]*

***(All letters should be clearly signed by the authorized representative, dated and affixed with the official seal.)***

***Mail to:***

***CERF Secretariat***

***United Nations Office for the Coordination of Humanitarian Affairs (OCHA)***

***United Nations Secretariat Building, 33rd Floor***

***New York, NY 10017, USA***

***Fax: +1 917-367-0158***

***Email:*** [***ocha.donor.relations@un.org***](mailto:ocha.donor.relations@un.org)

***(Please note for any queries related to the High-level Pledging Event, please email*** [***Sofia.fiammmenghi@un.org***](mailto:Sofia.fiammmenghi@un.org)***)***