[Government Letterhead]

[Date]

To: [Name of GEF Agency Coordinator]

[GEF Agency Name]

[GEF Agency Address]

**Subject: Letter of Support to request GEF Agency Execution for [Title of Project/Program Proposal] [GEF ID#]**

1. In my capacity as GEF Operational Focal Point for [Country], I hereby request [name of GEF Agency], the GEF implementing agency for the aforementioned project, to also carry out execution services for the above project/program, on an exceptional basis.

2. The execution services provided by [name of GEF Agency] are expected to include:[[1]](#footnote-1)

* [Function 1
* Function 2
* Function 3
* Etc.. ]

3. The execution services to be provided by [Country, ministry or other entity] are expected to include:[[2]](#footnote-2)

* [Function 1
* Function 2
* Function 3
* Etc.. ]

4. Execution activities, including those provided by [Name of GEF Agency], will be described in detail in the GEF CEO Endorsement/Approval request and accompanying project/program documents, including the project/program budget.

Sincerely,

[Name of Operational Focal Point]

[Position/Title in Government]

1. Include a brief summary of the execution services to be provided by the GEF Agency. Please refer to Project and Program Cycle Guidelines Annex 8 (Table B) for eligible execution functions. [↑](#footnote-ref-1)
2. This para to be included as appropriate. Delete if all execution services are to be provided by GEF Agency. [↑](#footnote-ref-2)