

[Your Name]
[Your Position]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[World Trade Organization]
[Recipient Address]
[City, Country, Zip Code]

Dear [Recipient Name],

Subject: Request for [Specific Issue/Assistance]

I hope this letter finds you well.

I am writing to formally request [specific request or assistance] from the World Trade Organization regarding [briefly explain the context or situation]. As [your designation, e.g., a representative of [Your Organization]], we believe this matter is of significant importance to [mention the stakeholders or industry affected].

[Briefly provide details about the issue, including any relevant data or examples that support your request.]

We kindly ask the WTO to [specific action you are requesting, e.g., facilitate discussions, provide guidance, or take a position on a matter]. We are confident that your involvement will help [mention expected outcomes or benefits].

Thank you for considering our request. We look forward to your positive response and are available for further discussions at your convenience.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Organization]