

****WTO Application Letter Checklist****

1. ****Header****
 - Your Name
 - Your Address
 - City, State, Zip Code
 - Email Address
 - Phone Number
 - Date
2. ****Recipient's Information****
 - WTO Secretary-General
 - World Trade Organization
 - Address
 - City, State, Zip Code
3. ****Salutation****
 - Dear [Recipient's Title and Last Name],
4. ****Introduction****
 - Brief introduction of yourself or your organization.
 - Purpose of the letter (application for WTO membership).
5. ****Background Information****
 - Description of your country/organization.
 - Economic structure and trade policies.
6. ****Commitment to WTO Principles****
 - Explanation of adherence to WTO agreements and regulations.
 - Willingness to engage in negotiations and collaborations.
7. ****Supporting Documentation****
 - List of attached documents (documents supporting the application).
 - Mention of previous trade agreements, if applicable.
8. ****Conclusion****
 - Expression of hope for positive consideration.
 - Assurance of willingness to provide further information if needed.
9. ****Closing****
 - Sincerely,
 - [Your Signature (if sending a hard copy)]
 - [Your Printed Name]
 - [Your Position, if applicable]
10. ****Attachments****
 - List of attached documents (if any).