

[Government Letterhead]
[Name of Ministry]
[Name of Country]

Mr. Stephen Karangizi
Director
African Legal Support Facility
Immeuble CCIA Plateau
01 BP 1387 Abidjan 01
Côte d'Ivoire
alsf@afdb.org

Date:
Reference Number:

RE: Request for Assistance from the African Legal Support Facility in [Name of Country]

Dear Mr. Karangizi,

On behalf of the Government of **[Name of Country]**, I hereby request technical legal assistance from the African Legal Support Facility ("ALSF" or the "Facility") for matters related to **[litigation services/ advisory services related to complex commercial negotiations/ capacity building activities/ litigation services]**.

In particular, we request **[description of the project: pending litigation/ type of contract(s) to be negotiated/ current status of the relationship between parties/ capacity building needs]**.

For this project, I hereby wish to inform you that **[name]**, **[title]** **[phone/email]** at the **[Name of Ministry]**, **[is/will]** be the designated government official(s) who will liaise with the Facility and work on the above-referenced project.

The **[Name of Ministry]** has the authority to engage the recruited legal counsel to advise the government regarding this project in accordance with the applicable law of **[Name of Country]**.

I will remain at your disposition to provide further information and/or documentation upon your request.

With the assurances of my highest consideration.

[Signature]

CC:

- Any other ministries / authorities involved in the project from the requesting country (if applicable)
- Resident Representative of the African Development Bank (AfDB) in [**name of country**] (if applicable)