

Sample 1 (Example of letter confirming the contact information for a particular country)

Dear sir/ madam,

We received your name and address from the organizing committee of the 33rd IChO in India. Before we send out any official mail, we would like to check whether you are still the contact person for your country. We would also like to confirm your address.

We have the following information:
Head of the delegation of <country>

<Name>
<Address>
<City>
<zip code>
<phone>
<fax>
<e-mail>

Please let us know as soon as possible if the above information is correct. If not, please provide us with the correct information

Kind regards,
Jan Apotheker
Chair organizing committee