# Subject: Loyalty Reward Program financial assistance request for [name of the city]

Dear Mr. Secretary General,

I am writing on behalf of **[City Name]**, to express our interest in participating in the Loyalty Reward Program, and with this ensure the attendance of my city’s delegation in the 17th World Congress of the Organization of World Heritage Cities to be held in Cordoba (Spain) form 24-27 September 2024.

*Please choose one of the two following formats in conformity with the mayor’s attendance or not to the Congress*

***Option 1: If the Mayor will personally attend to the Congress.***

I confirm that I **[name of the mayor]**, Mayor of **[City Name]**, will personally attend to the 17th World Congress along with my city’s delegation.

I will be accompanied by the following members, who have been selected based on their expertise and roles within our municipal administration, thus ensuring a broader diversity of actors to our participation in the 17th World Congress:

**[Name], [Title]** - responsible for **[responsibility within the delegation for the Congress activities]**

**[Name], [Title]** - responsible for **[responsibility within the delegation for the Congress activities]**

***Option 2: If the Mayor will not personally attend to the Congress.***

I regret to inform that I **[name of the mayor]**, Mayor of **[City Name]**, will not be attending personally to the 17th World Congress.

I have appointed **[Name of the appointed official representative of the mayor], [Title],** who will be the official representative of my city’s delegation during the Congress and undertake all the responsibilities that were expected to be carried out by me for the purpose of the Symposium and the General Assembly.

**[He/She]** will be accompanied by the following members of my city’s delegation, who have been selected based on their expertise and roles within our municipal administration, thus ensuring a broader diversity of actors to our participation in the 17th World Congress:

**[Name], [Title]** - responsible for **[responsibility within the delegation for the Congress activities]**

**[Name], [Title]** - responsible for **[responsibility within the delegation for the Congress activities]**

Thank you for considering our application.

Yours sincerely,

Mayor’s signature

[Mayor’s Name]

Mayor

[City Name]

[Date]