[Letter head]

[Date]

Re: Implementation of the Review Mechanism of the United Nations Convention against Transnational Organized Crime.

The Government of \_\_\_\_\_\_\_\_\_ will shortly be reviewed/is being under the Review Mechanism of the United Nations Convention against Transnational Organized Crime (UNTOC).

The Procedures and Rules for the Functioning of the Mechanism for the Review of the Implementation of UNTOC and the Protocols thereto established by Resolution 9/1 (2018) of the Conference of the Parties to the Convention (COP-UNTOC) explains that ‘The State party under review is encouraged to prepare its responses to the self-assessment questionnaire through broad consultations at the national level with all relevant stakeholders, including, where appropriate, the private sector, individuals and groups outside the public sector, non-governmental organizations and academia, taking into consideration the specificities of the Convention and the Protocols thereto’ (para. 23).

As an active organization focused on the issue(s) of \_\_\_\_\_\_\_ in \_\_\_\_\_\_\_[country], we stand ready to assist in providing information that will help the government to fully complete its self-assessment questionnaire.

We would like to be informed about the government’s plans as to how it will undertake broad consultations with civil society and other relevant stakeholders and would appreciate to be provided with information regarding:

* Identification and contact details of the focal point with whom we should engage on the self-assessment process
* Details of process and timeline for the consultations the government will undertake with civil society and other stakeholders, as agreed in Resolution 9/1 of the COP-UNTOC

Your response and cooperation are genuinely appreciated.

Yours sincerely,

[Signature]

[Contact details]