**[Government Letterhead]**

**[Name of Ministry]**

**[Name of Country**]

Mr. Olivier POGNON  
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. Olivier POGNON,

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)