Note Verbale

The United Nations in (Country) presents its compliments to the Ministry of Foreign Affairs and Cooperation, and once again extends its deepest condolences for the tragic loss of life, livehoods, homes and infrastructure caused by the path of the (Natural Disaster) weather system.

In light of the scope and scale of (Natural Disaster)’s destruction, which was followed by the Council of Ministers’ declaration of a National Emergency on (Date) and the (President/Government) ’s request for international assistance, the United Nations has the honour to call upon the collaboration of competent authorities to facilitate as far as possible the simplification of Customs formalities to expedite the delivery of relief consignments to people in need.

The expediency, effective coordination and quality of the international response operation, in support of the Government-led relief efforts, will be enhanced by clear procedures for the facilitation of incoming international assistance.

To this end, the United Nations has the honour to request the Government to allow admission free of import duties and taxes, tariffs or governmental fees in respect of all relief consignments received as gifts by organisations approved by the competent authorities, for distribution free of charge to the victims of the cyclone and floods.

The United Nations in (Country) also has the honour to request the Government to waive any licensing requirements or fees for the use of telecommunications equipment and license plate requirements for vehicles imported for the disaster relief operations. In general, ground air and water transport of disaster relief goods and equipment shall be accorded priority of passage, including in air-traffic routing and landing permissions.

The United Nations in (Country) also requests the Government to grant a waiver of entry visa for humanitarian personnel for the duration of the emergency and initial recovery phase.

The United Nations in (Country) thanks the Government for granting these privileges for the duration of the emergency response and initial recovery phase, which will enable the United Nations and humanitarian partners, including non-governmental organisations, to provide optimally effective, efficient and timely support to the Government-led response.

The United Nations in (Country) thanks in advance the Ministry of Foreign Affairs and Cooperation for supporting the implementation of all arrangements that it deems worthy related to the above with the competent authorities and avails itself of this opportunity to renew to the Ministry of Foreign Affairs and Cooperation and the Government of the (Country), the assurances of its highest consideration.

City, Date