**Letter of Acceptance - Sponsor**

Under the IEA Framework, Sponsors must gain CERT approval before being their membership is able to be formalised. Sponsors must be provided with a Letter of Invitation, which is returned with a signed Letter of Acceptance. Both letters serve as supporting documentation when applying for CERT approval, upon which a Signature Page will be provided for the entity to sign and return.

Letter of Acceptance by a Sponsor entity

A representative of the entity must sign **both** the Letter of Acceptance and the Signature Page of the Legal Text. The person who signs should have authority to bind your entity. It may be the same person that signs both the Letter of Acceptance and the Signature Page.

The Signature Page is not included in this template. To obtain the Signature Page for the legal text, **you must contact the IEA Legal Office at** [**TCP.Legal@iea.org**](mailto:TCP.Legal@iea.org) and provide the name of the person who will sign and that person’s title and contact details. The Signature Page must be submitted in hard copy.

*[Please contact the IEA Legal Office for the Legal Text Signature Page]*

**[LETTERHEAD]**

Mr Fatih Birol

Executive Director

International Energy Agency

31-35 rue de la Fédération

75739 Paris Cedex 15

France

**[Date]**

**Subject: Participation of the Entity YY in the [Name of TCP] (the “XX TCP”).**

Dear Mr Birol,

The Entity YY hereby confirms that it has accepted the invitation to join the XX TCP. The Entity YY accepts the terms and conditions in the Implementing Agreement under which the XX TCP is organized. [and the additional terms and conditions detailed in the attached letter of invitation.]

The Entity YY intends to participate in the following Annex(es):

*[number], [title]*.

*[etc.]*

The Executive Committee representative and alternate representative will be, respectively:

[Name]

[Title]

[Full contact details, including e mail]

and

[Name]

[Title]

[Full contact details, including e mail]

The fully executed Signature Page for the Implementing Agreement is attached to this letter. We look forward to working with the other Participants in the XX TCP.

Sincerely,

[Name]

[Title]

[Contact details]

cc. [ExCo Chair]