**[TCP LETTERHEAD]**

[Address]

[Date]

**Subject: Notice of Failure to Fulfil Contractual Obligations in the Technology Collaboration Programme on [Insert TCP name]**

Dear [Insert name],

On [signature date], [the Government of [name of country] OR [name of organisation]] became a [Contracting Party/Sponsor] to the [full name of the TCP] ([TCP Acronym]). The [TCP Acronym] is still in existence and our records show that [the Government of [name of country] OR [name of organisation]] remains a [Contracting Party/Sponsor] to it.

Despite this, the Executive Committee notes that [the Government of [name of country] OR [name of organisation]] has not [participated in the co‑ordination of ongoing annexes] OR contributed to [list monetary/non‑monetary contributions]] since [date]. The Executive Committee requests that [the Government of [name of country] OR [name of organisation]] confirms its commitment to its obligations as a [Contracting Party/Sponsor].

Please let me know if you intend to maintain your membership in the [TCP Acronym]. If the Executive Committee does not receive confirmation from you within [insert deadline in the TCP legal text] days of your receipt of this letter, the Executive Committee will assume [the Government of [name of country] OR [name of organisation]] intends to withdraw from the [TCP Acronym]. The Executive Committee reserves its right under Article [insert number] of the [TCP Acronym] legal text to deem [name of Contracting Party/Sponsor] withdrawn if the failure to fulfil its contractual obligations continues.

However, if [the Government of [name of country] OR [name of organisation]] fulfils its contractual obligations and participates fully, the Executive Committee will be pleased to welcome you to our next meeting, scheduled for [date] in [meeting location]. [Details for the meeting are attached]

We look forward to receiving your response and thank you for your attention.

Sincerely,

[Name]

[ExCo Chair]

[Full contact details]

cc. Mr Fatih Birol

Executive Director

International Energy Agency

9, rue de la Fédération

75739 Paris Cedex 15

France