**[LETTERHEAD OF CHINESE ENTITY]**

Mr Fatih Birol

Executive Director

International Energy Agency

31 - 35, rue de la Fédération

75739 Paris Cedex 15

France

**[Date]**

**Subject: Participation of the [Insert name of Chinese entity] in the Technology Collaboration Programme on [Insert TCP name]**

Dear Mr Birol,

I refer to the letter dated \_\_\_\_\_\_\_\_\_\_\_\_, from the Chair of the Technology Collaboration Programme on **[Insert TCP name]** (“**TCP acronym**”), inviting the **[insert name of Chinese entity]** to become a Contracting Party in the **[TCP acronym]**.

**[Insert name of Chinese entity]** will be happy to accept the terms and conditions of the **[TCP acronym]** Implementing Agreement legal text and any additional terms that have been set forth by the Executive Committee, and it intends to participate in the following Annex(es) **[number], [title].**

We acknowledge and understand that **[Insert name of Chinese entity]** cannot participate in the **[TCP acronym]** until the Government of the People’s Republic of China signs a letter designating it to participate.

If **[Insert name of Chinese entity]** receives the designation by the Government of the People’s Republic of China, the **[TCP acronym]** legal text will be signed by:

**[Name]**

**[Title]**

[**Address]**

**[telephone, fax and e‑mail**]

The Executive Committee representative and alternate representative will be respectively:

**[Name]**

**[Title]**

[**Address]**

**[telephone, fax and e‑mail**]

and

|  |
| --- |
| **[Name]** |
| **[Title]** |
| [**Address]** |
| **[telephone, fax and e‑mail**] |
| **[Name]** |

We look forward to working with the other Participants in the **[TCP acronym]**.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[Insert name of Chinese entity]**

cc. TCP Chair, [email address]

Claire Hilton, IEA Secretariat [claire.hilton@iea.org](mailto:claire.hilton@iea.org)

IEA Desk Officer, [email address]