

Sample 2 : Prime Minister

The World Bank Group
New Bastos (P.O. Box 1234)
Yaounde, Cameroon
October 22, 20xx

His Excellency Manga Kuoh
Prime Minister of Cameroon

Subject: **Mission on Governance and Anti-corruption
Request for an Appointment**

Excellency:

Further to our conversation during the audience which you were kind enough to grant to Managing Director Shengman Zhang, I have the honor to inform you that a World Bank Group expert on governance and anti-corruption, Mr. Guenter Heidenhof, is visiting Cameroon from November 5 to 28, 20xx. The main objective of his mission is to develop and further refine with the authorities a possible World Bank Group strategy on governance and anti-corruption.

For this purpose, I would be most grateful if you could grant us an audience preferably on Thursday, November 11, 20xx, should your agenda permit.

Thanking you in advance, I remain,

Yours sincerely,

Roger Lantham
Country Office Manager