**Instructions: insert the correct information from your context for all text highlighted in blue**

Date: DD MONTH 2018

Head of State/Government

Address

CC: Minister of Foreign Affairs

Minister of Health

Also consider CC:ing relevant other Ministers and Parliamentarians such as those engaged with Health or Development/Foreign Affairs Committees, members of the Global TB Caucus, key allies in your advocacy etc

**SUBJECT: The United Nations High-Level Meeting on Tuberculosis**

Dear TITLE/Name

On behalf of communities affected by TB and civil society, we wish to thank you for committing to attend the United Nations High-Level Meeting on Tuberculosis on September 26th 2018 in New York / encourage you to attend the UN High Level-Meeting on Tuberculosis on September 26th in New York personally and lead a strong and diverse national delegation that includes affected communities and civil society at the TB HLM.

As each member state has the opportunity to deliver a statement during the High-Level Meeting, we very much look forward to your statement on behalf of our country and our people who are affected by TB. We have developed a checklist, attached here, to help guide you in the preparations for your statement. The checklist includes some of the most pertinent issues for you to address in your statement, and reflects the needs of the most vulnerable people in our country.

We particularly look forward to hearing you address the following:

- outline issues of particular importance in your country

- outline issues of particular importance in your country

- outline issues of particular importance in your country

We hope that we can look forward to working with you and your relevant Ministerial colleagues and all stakeholders to leverage the unprecedented opportunity of this first UN High-Level Meeting on TB. To further discuss any of the points raised in this letter, please contact CONTACT NAME/EMAIL/PHONE.

Yours truly,

INSERT NAMES/TITLES/ORGANIZATIONS OF SIGNATORIES