

To: International Union for Conservation of Nature (IUCN)
Rue Mauverney 28
1196 Gland
Switzerland

To: IUCN Membership Unit

Date: [insert date]

Subject: Request for Change of Membership Category

Member name: [insert organisation name]

Member ID: [insert Member ID]

Dear IUCN Membership Unit,

I am writing to officially request a change in our current membership category within the International Union for Conservation of Nature (IUCN). We are currently classified as [State/Government Agency/Subnational government in Category A/International/National NGO in Category B/Indigenous peoples' organisation in Category C/Affiliate in Category D] and would like to change our membership category to [State/Government Agency/Subnational government in Category A/International/National NGO in Category B/Indigenous peoples' organisation in Category C/Affiliate in Category D]

We understand that the change of category is subject to the decision of the IUCN Council and that the change will only take effect upon the Council's approval at their next meeting, and will not be retroactive.

Below are the key reasons for our request to transition to the [State/Government Agency/Subnational government in Category A/International/National NGO in Category B/Indigenous peoples' organisation in Category C/Affiliate in Category D]:

1. [Provide specific reasons for the category change]

We appreciate the thorough consideration and evaluation that the Council will undertake regarding our membership category change. We confirm we comply with IUCN requirements for [State/Government Agency/Subnational government in Category A/International/National NGO in Category B/Indigenous peoples' organisation in Category C/Affiliate in Category D]: and are committed to continue supporting IUCN's mission and objectives.

Should you require any additional information or clarification, please do not hesitate to contact me at [enter Email Address].

Yours sincerely,

[Full Name of Head of Organisation]

[Position, Name of organisation]

[Your Signature - if submitting a physical copy]