<Address >

<Today’s Date>

Dear <Name of high-level official>

On behalf of <name of your organization>, I am writing to express our interest in supporting <Insert country name>’s preparations for and participation in the upcoming high-level UN comprehensive review and assessment of the progress achieved in the prevention and control of non-communicable diseases (NCDs).

The UN NCD Review, to be held **10-11 July 2014** at UN Headquarters, is an exceptional opportunity to take stock on the progress made since the 2011 High-level Meeting on NCDs, maintain the momentum on NCDs at the highest political level, and discuss NCDs in the context of the post-2015 development agenda. It is an opportunity for <Insert country name> to present national best practices, success stories and lessons learnt, and commit to the next phase of actions to accelerate NCD prevention and control at national and global levels. **Attached please find the final draft of the UN General Assembly resolution on the modalities of the UN NCD Review for your reference.**

<Name of your organization> wishes to request your consideration of the following in regards to the preparations and outcomes of the UN NCD Review:

* Request <Insert country name> **attend the Review at the highest level possible**;
* Ensure the **meaningful involvement of civil society** in all preparations and official proceedings of the Review, including inclusionon<Insert country name> **official government delegation** to the Review;
* Ensure <Insert country name> attends the informal Civil Society Hearing, taking place no later than June 2014, as an opportunity to listen to the priorities of NGOs and private sector for the Review;
* Support and agree to **strong commitments in the action-oriented Outcome Document**, particularly focusing on **time-bound targets for national action on NCDs**. Initial recommendations include:
  + Develop, by 2015, national targets for NCDs, based on the 9 global voluntary targets adopted at the 66th World Health Assembly;
  + Develop, by 2015, national multisectoral NCD plans, based on the WHO *Global Action Plan for NCDs 2013-2020;*
  + Implement, by 2015, as part of a multisectoral national plan, cost-effective interventions to reduce the exposure to risk factors for NCDs;
  + Implement, by 2015, as part of a multisectoral national plan, cost-effective interventions to enable health systems to respond to the NCD challenge;
  + Mobilize adequate, predictable and sustained resources for NCDs, through domestic, bilateral, regional and multilateral channels, including innovative financing mechanisms;
  + Hold periodic high-level reviews on NCDs at the UN General Assembly, starting in 2018;
  + Recognize NCDs as a priority in the Post-2015 Development Agenda and support a specific stand-alone NCD mortality target adapted from the “25 by 25” global target.

With the UN NCD Review quickly approaching, I would welcome the opportunity to **meet with you and/or your colleagues in the coming weeks to further discuss the Review and share our perspectives**. At your earliest convenience, please let me know your availability in the coming weeks.

We look forward to working with you towards a successful UN NCD Review in July.

Sincerely,

<Insert your name, signature, title, etc>