<Address >

<Today’s Date>

Dear <Name of high-level official>

On behalf of <name of your organization>, I am writing to express our congratulations and appreciation on the adoption of the Outcome Document of the UN High-Level Review of the progress achieved in the prevention and control of non-communicable diseases (NCDs) on 10-11 July 2014. **Attached please find the final Outcome Document of the UN NCD Review for your reference.**

The UN NCD Review provided the opportunity to take stock of progress since 2011, identify gaps in action, and work towards consensus on scaling up and transforming commitments into action at the national level. We welcome the adoption of the Outcome Document as a landmark achievement in catalysing progress in this next phase of the NCD response.

<Name of your organization> particularly commends the following:

* **Bold, specific, time-bound and measureable new commitments for national action by 2015,** including the development of national NCD targets and multisectoral policies and plans to accelerate the transition from global policy to national action;
* Reinforcement of NCDs as a sustainable development challenge and the call for NCDs to be included as an **integral component of the post-2015 development agenda**;
* The need to **balance** **prevention and treatment** of NCDs with interventions necessary across the lifecourse, reflecting lessons learned from the HIV/AIDS response;
* A call for enhanced **international cooperation, mobilisation of resources, and improvements in tracking** of resources;
* Improvements in **national** **monitoring and surveillance** of both trends and determinants NCDs, which will help identify both priority areas for action and tailored solutions.
* Commitment to **review and debate NCDs at a future UN General Assembly**, starting with a UN Secretary General Progress Report in 2017, to be followed by a UN High-Level Review on NCDs in 2018.

For additional views on the strengths and weaknesses of the Outcome Document, please see the attached statement from the NCD Alliance.

The Outcome Document and the discussions at the UN High-Level Review on NCDs indicate that the time is now for a transition from global policy to national implementation and action. <Name of your organization> stands ready to assist <name of country> in executing these next steps in the NCD response, and we look forward to collaborations.

Sincerely,

<Insert your name, signature, title, etc>