

SAMPLE LETTER OF COMMITMENT

[Put letter on organization/agency letterhead]

[Insert date]

[Responsible Official's Name]

[Title & Organization]

[Address]

Re: Letter of Commitment to Report on the status of [SITE NAME] Ramsar site.

Dear Mr./Mrs. Director, USFWS:

I am writing to express my commitment for [Insert organization name and description of organization] to report, as appropriate, on the site conditions for [SITE NAME] if accepted for inclusion in the U.S. Ramsar system.

[Responsible officials name and/or title of the position] will provide support in conjunction with the proposal submitted by [Insert organization name].

[Insert organization name] commits to the following:

- Maintaining the ecological character of the site in accordance with Ramsar Convention requirements. (See, [Ramsar Handbook 19](#) for further information).
- Meeting all Ramsar Convention reporting requirements (e.g., the site status and conditions) in full and on time for each reporting period in perpetuity.
- Providing the U.S. National Focal Point with up-to-date contact information for the responsible authority and inform the U.S. National Focal Point of any changes to the responsible authority.
- Responding in a timely manner to U.S. National Focal Point/Administrative Authority requests for information and/or data, including on matters related to Article 3.2 or Montreux Record listings.
- Promoting the Ramsar brand, e.g., at the site. Branding activities may include, but are not limited to, willingness to display authorized Ramsar materials and signage, whether produced by the site, its parent agency, or other partners.