

***Sample 2 : Prime Minister***

The World Bank  
New Bastos (P.O. Box 1234)  
Yaounde, Cameroon  
October 22, 20xx

His Excellency Manga Kuoh  
Prime Minister of Cameroon

Subject: **Mission on Governance and Anti-corruption  
Request for an Appointment**

Excellency:

Further to our conversation during the audience which you were kind enough to grant to Managing Director Shengman Zhang, I have the honor to inform you that a World Bank expert on governance and anti-corruption, Mr. Guenter Heidenhof, is visiting Cameroon from November 5 to 28, 20xx. The main objective of his mission is to develop and further refine with the authorities a possible World Bank strategy on governance and anti-corruption.

For this purpose, I would be most grateful if you could grant us an audience preferably on Thursday, November 11, 20xx, should your agenda permit.

Thanking you in advance, I remain,

Yours sincerely,

Roger Lantham  
Country Office Manager