

Sample Cover Letter

Dear XXX Bank,

With Regards,

We are a group of civil society organizations from Indonesia that highly appreciate the pledge of President Xi Jinping during the United National General Assembly on 21 September 2021 that the People's Republic of China will not build new coal-fired power plants abroad.

We are concerned about the potential climate and biodiversity impacts of the planned XXX coal-fired power plant located in XXX Province, Sumatra, Indonesia. We are aware that your bank is planning to finance this coal power plant.

We consider that the project is included in the pledge made by President Xi Jinping in regard to not building new coal-fired power plants abroad, as it does not have any footprints on the ground until today.

Therefore, in order to honor the pledge of President Xi Jinping we are asking your bank to cancel the financing of this project as we have written in our attached request and factsheet in Chinese language.

We would highly appreciate a response.

Sincerely,
XXX

Coordinator of (name of civil society organization)

Contact information

Website:

This cover letter consists of four clear and precise parts:

1. Start politely with who you are and your appreciation of efforts by the Chinese side
2. State your main concern, and description of the problem.
3. Make an argument to back up demand.
4. State your request