

Template Letter of commitment

[On letterhead of the City or Municipality that has formally agreed on this bid]

ICLEI European Secretariat
Attn. Wolfgang Teubner, Managing Director
Matthew Bach, Managing Director
Leopolding 3
D-79098 Freiburg

events.europe@iclei.org

City, Day / Month / Year

City of XYZ's commitment to host the 2027 edition of the European Conference on Sustainable Cities and Towns

**Dear Mr. Teubner,
Dear Mr. Bach,**

With this letter, please be informed that the City of XYZ is interested and prepared to host the European Conference on Sustainable Cities and Towns and agrees to the requirements as outlined in the conference bidding package.

We propose to hold the conference in xxx (date and/or month).

The City of XYZ commits to meet all mandatory requirements listed in the bidding package as of October 2025.

The City of XYZ is informed and is aware of the overall costs that such events in the past have generated and commits to cover the necessary conference budget after concrete contract negotiations. The City is prepared to sign contracts no later than April 2026.

We look forward to welcoming the participants of the European Conference on Sustainable Cities and Towns and organising a sustainable event that promotes action on the local level.

Yours sincerely,

[Signature of person responsible]

[Name of person responsible]

[Title]