

OFFICIAL LETTERHEAD OF THE ORGANIZATION

DATE:

ADDRESSED TO:

ANDREI ABRAMOV
CHIEF, DESA NGO Branch
One UN Plaza, Room DC1-1480
New York, NY 10017
Fax: 212.963.9248

Dear Mr. Abramov,

The [PLEASE ENTER NAME OF YOUR ORGANIZATION] is a non-governmental organization in consultative status with the Economic and Social Council since [YEAR].

We are requesting a UN Grounds Pass for [Mr/Mrs/Ms] [First name, last name], as [New York Main Representative/ Additional Representative], [Chief Administrative Officer/ President/ Short Term representative], who will attend the event [ENTER NAME OF THE EVENT] (**Note:** Event name and date only applies to Short Term passes).

Thank you for your assistance.

Sincerely,

[First name, last name]
[SIGNATURE]