

SAMPLE LETTER FOR ANNUAL UN GROUNDS PASSES

USE THE OFFICIAL LETTERHEAD OF YOUR ORGANIZATION

TO:

Marc-André Dorel
Acting Chief
NGO Branch, Office for ECOSOC Support and Coordination
DESA
United Nations
New York, NY 10017

DATE:

Dear Mr. Dorel,

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

I am writing to request a UN Grounds Pass for the following staff member(s) of my organization (UP TO A MAXIMUM OF 5 STAFF):

1. [Mr/Mrs/Ms] [First name, last name], Main Representative
2. [Mr/Mrs/Ms] [First name, last name], Additional Representative
3. [Mr/Mrs/Ms] [First name, last name], Additional Representative
4. [Mr/Mrs/Ms] [First name, last name], Additional Representative
5. [Mr/Mrs/Ms] [First name, last name], Additional Representative

I am also requesting two additional passes for myself as the President/CEO of the organization and the Chief Administrative Officer [INCLUDE FULL NAME].

I thank you for your kind assistance.

Sincerely,

[SIGNATURE OF THE
PRESIDENT OR CHIEF
ADMINISTRATIVE
OFFICER]

[Type first name, last name]