

SAMPLE LETTER FOR SHORT-TERM UN PASSES ONLY

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 temporary passes for the following date(s) [INSERT DATES, FROM 1 DAY UP TO 3 MONTHS] for the following person(s):

[PLEASE NOTE THAT YOU CAN REQUEST UP TO A MAXIMUM OF 9 TEMPORARY PASSES AT A TIME]

1. [Mr/Mrs/Ms] [First name, last name], Short-term Representative
2. [Mr/Mrs/Ms] [First name, last name], Short-term Representative

I thank you for your kind assistance.

Sincerely,

[SIGNATURE OF THE
PRESIDENT OR CHIEF
ADMINISTRATIVE
OFFICER]

[Type first name, last name]