SAMPLE LETTER FOR REQUESTING UNOG ANNUAL GROUNDS PASSES

OFFICIAL LETTERHEAD OF THE ORGANIZATION

ADDRESSED TO:

Ms. Lidiya Grigoreva DATE:

NGO Liaison Officer

Offices S-143/145

Palais des Nations

1211 Geneva 10

Switzerland

E-mail: [unog.ngo@un.org](mailto:unog.ngo@un.org)

Fax no: (41) 22 917 05 83

Dear Ms. Grigoreva,

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

I am requesting a UNOG annual grounds pass for the following representatives of our organization for [YEAR]:

* [Mr/Ms] [First name, last name], as [President/Chief Executive Officer]
* [Mr/Ms] [First name, last name], as [Chief Administrative Officer]
* [Mr/Ms] [First name, last name], as [Geneva Main Representative]
* [Mr/Ms] [First name, last name], as [Geneva Additional Representative]
* [Mr/Ms] [First name, last name], as [Geneva Additional Representative]
* [Mr/Ms] [First name, last name], as [Geneva Additional Representative]
* [Mr/Ms] [First name, last name], as [Geneva Additional Representative]

I hereby confirm that I have pre-registered the above-mentioned representatives in the iCSO database of the [www.csonet.org](http://www.csonet.org) website.

Thank you for your assistance.

Sincerely,

**[NAME, TITLE, SIGNATURE OF THE PRESIDENT OR CHIEF ADMINISTRATVE OFFICER]**