SAMPLE LETTER FOR REQUESTING UNOG ANNUAL GROUNDS PASSES

OFFICIAL LETTERHEAD OF THE ORGANIZATION

ADDRESSED TO:

Ms. Sophie Torelli Chironi DATE:

Head of the NGO Liaison Unit

H Building

Palais des Nations

1211 Geneva 10

Switzerland

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

Dear Ms. Torelli Chironi,

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]**