

SAMPLE LETTER FOR REQUESTING UNOG ANNUAL GROUNDS PASSES

OFFICIAL LETTERHEAD OF THE ORGANIZATION

ADDRESSED TO:

Ms. Lidiya Grigoreva
NGO Liaison Officer
Offices S-143/145
Palais des Nations
1211 Geneva 10
Switzerland
E-mail: ungeneva.ngoliaison@unog.ch
Fax no: (41) 22 917 05 83

DATE:

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 website.

Thank you for your assistance.

Sincerely,

**[SIGNATURE OF THE
PRESIDENT OR CHIEF
ADMINISTRATIVE OFFICER]**