

SAMPLE LETTER REQUESTING UNOG TEMPORARY GROUNDS PASSES

OFFICIAL LETTERHEAD OF THE ORGANIZATION

ADDRESSED TO:

Ms. Lidiya Grigoreva  
NGO Liaison Officer  
Offices S-143/S-145  
Palais des Nations  
1211 Geneva 10  
Switzerland  
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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 temporary grounds pass for the following representatives of our organization:

[Mr/Ms] [First name, last name], as [Temporary Representative] from [insert dates, from 1 day up to 3 months]

Temporary representatives will use the temporary grounds pass to [Please specify reasons]

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,

**[SIGNATURE OF THE  
PRESIDENT, CHIEF ADMINISTRATIVE  
OFFICER OR MAIN  
REPRESENTATIVE WITH  
ACCREDITING RIGHTS]**