13 December 2019

Annual Review Team

Civil Society Unit

Outreach Division

Department of Global Communications

United Nations

801 UN Plaza, UN New York 10017

Dear Annual Review Team,

As head/authorized officer of the **[Name of the Organization]** I would like to request the issuance/renewal of grounds passes for the following individuals as designated representatives of our organization to the United Nations Department of Global Communications, including myself:

1. Head of organization: (Last Name, First Name) - (e-mail address) **[Mandatory]**
2. Representative #1: (Last Name, First Name) - (e-mail address)
3. Representative #2: (Last Name, First Name) - (e-mail address)
4. Representative #3: (Last Name, First Name) - (e-mail address)
5. Youth representative #1: (Last Name, First Name) - (e-mail address)
6. Youth representative #2: (Last Name, First Name) - (e-mail address)

I also confirm that, as officially designated representatives, the above-mentioned individuals are authorized to participate and represent our organization at United Nations events.

Thank you for your consideration.

Sincerely,

(Signature)

Name of head of organization

Title

Name of organization