

OFFICIAL LETTER HEAD OF THE ORGANIZATION
(ANNUAL PASS)

ADDRESSED TO:

United Nations Office at Vienna
Protocol and NGO Liaison Officer
Room E 1413
P.O. Box 500
1440 Vienna
Austria

DATE:

Dear Madam / Sir,

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

We are requesting a UN – Vienna Grounds Pass for :

[Mr./Ms.] [First name, Last name] as [Vienna Main Representative / Additional Representative], [Chief Administrative Officer/ President/], who will represent our Organization for [YEAR].

Thank you for your assistance.

Sincerely,

[First name, last name, function]
[SIGNATURE]