**SAMPLE LETTER FOR REQUESTING UN GROUNDS PASSES IN NEW YORK IF YOUR ORGANIZATION HAS NEVER HAD UN GROUNDS PASSES APPROVED IN NEW YORK BEFORE**

**THIS LETTER SHOULD BE SUBMITTED ON THE OFFICIAL LETTERHEAD OF YOUR ORGANIZATION**

DATE:

To: Mr. Wook-Jin Chang  
Chief, NGO Branch

Office for Intergovernmental Support and Coordination

UN Department of Economic and Social Affairs   
United Nations  
New York, NY 10017

Dear Mr. Chang,

The [ENTER THE NAME OF YOUR ORGANIZATION] is a non-governmental organization in consultative status with the United Nations Economic and Social Council since [INSERT THE YEAR CONSULTATIVE STATUS WAS GRANTED].

I am writing to request an Annual UN Grounds Pass for myself [INSERT FULL NAME] as the [PRESIDENT/CHIEF EXECUTIVE OFFICER] and the following representatives of my organization:

1. [Mr/Mrs/Ms] [First name, last name] and type of pass (annual or temporary)
2. [Mr/Mrs/Ms] [First name, last name] and type of pass (annual or temporary)
3. (Additional representatives, if any)

I understand that as part of COVID-19 risk mitigation measures implemented by the United Nations, I, and the representatives of my organization confirm that by swiping our UN-issued ID at UN Headquarters, we have not had symptoms consistent with COVID-19 in the last 5 days or had a positive COVID test result in the last 5 days. Additionally, I affirm that if any one of us experiences COVID-19 symptoms or symptoms of an upper respiratory tract infection such as the seasonal flu, we will not enter UN premises.

Should our organization need to submit requests for grounds passes for other representatives from our organization, instead of the representatives listed above during the 2023 calendar year, I will certify that they too will adhere to the COVID-19 risk mitigation measures at the UN, in fulfillment of the new requirements.

I also note that while UN grounds passes issued to our representatives as of January 2024 will be for use during the 2024 calendar year, there could be a resumption of restrictions should the COVID-19 situation in New York deteriorate.

I thank you for your kind assistance.

Sincerely,

[SIGNATURE OF THE PRESIDENT/CEO REQUIRED]

[Type first name and last name]

[Your title/position in the organization]