**SAMPLE LETTER REQUESTING ACCREDITATION TO THE 2016 SOCIAL FORUM OF THE HUMAN RIGHTS COUNCIL**

[PLEASE ENTER PLACE AND DATE]

Dear Madam/Sir,

Secretariat of the Social Forum,

The [PLEASE ENTER NAME OF YOUR ORGANIZATION] [PLEASE ENTER WEBPAGE OF YOUR ORGANIZATION] is a non-governmental organization since, [YEAR].

My organization wants to participate in the Social Forum (from the 3rd to 5th October 2016) and, therefore, is requesting a UNOG temporary grounds pass for the following representatives of our organization:

[Mr/Ms] [First name, last name], as [Temporary Representative] from [from 3 to 5 October 2016]

[Mr/Ms] [First name, last name], as [Title of the representative, member, personal assistant, interpreter or other] from [from 3 to 5 October 2016]

[Mr/Ms] [First name, last name], as [Title of the representative, member, personal assistant, interpreter or other] from [from 3 to 5 October 2016]

Thank you for your assistance.



Sincerely,

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

1. Please, indicate eventual dates of participation at previous sessions of the Social Forum or any other United Nations meetings:
2. Please, briefly describe activities carried out by your organization which are relevant to the work of the Social Forum:
3. **Does your organization have consultative status with Economic and Social Council of the United Nations (ECOSOC)? YES/NO**

Kindly attach THE following documenTS and send to [socialforum@ohchr.org](mailto:socialforum@ohchr.org):

* **Copy** **of passport or other official picture identity document**
* **The** [**registration form**](http://www.ohchr.org/Documents/Issues/SForum/RegistrationForm.doc) **(one per person)**

**DEADLINE: 9 SEPTEMBER 2016**