

**These sample letters serve as templates to guide you in preparing an appropriate communication. Please accord your letter to your situation and your mission.**

**SAMPLE LETTER – REGISTRATION**

**(Diplomatic Personnel)**

[ LETTERHEAD ]

[ Date ]

His Excellency  
Mr. António Guterres  
Secretary-General  
United Nations  
New York, NY 10017

Excellency,

I have the honour to inform you of the arrival and appointment of [ *Mr./Ms./Mrs.* ] [ *full name of diplomat* ] as [ *diplomatic rank and functional title* ] effective [ *date of appointment* ].

I would like to request, therefore, that the privileges and immunities under the Headquarters Agreement between the United Nations and United States of America be extended to [ *Mr./Ms./Mrs.* ] [ *surname of diplomat* ] as a member of our [ *Mission/Office* ]. [ *He/She* ] is to be listed in the Blue Book immediately after [ *Mr./Ms./Mrs.* ] [ *full name of diplomat* ], as follows:

[ *full name of diplomat* ] [ *phone number* ]  
[ *diplomatic rank and functional title* ]  
[ *name of spouse, if any* ]

I would appreciate for the necessary steps to be taken to ensure that [ *Mr./Ms./Mrs.* ] [ *surname of staff* ] is registered along with the members of [ *his/her* ] family and [ *his/her* ] household employees. Attached are the scanned documents that would facilitate the processing of this request:

1. Diplomatic Passport(s) with visa (PDF)
2. Passport cover(s) (PDF)
3. Passport-size photos for principals and all dependents (JPG)
4. I-94 Form(s) (PDF)
5. Form SG.32 (PDF)

Please accept, Excellency, the assurances of my highest consideration.

[ authorized signature ]  
Permanent Representative or *Chargé d’Affaires*

Protocol and Liaison Service  
United Nations  
New York, NY 10017

**SAMPLE LETTER – REGISTRATION**  
**(Support Staff)**

[ LETTERHEAD ]

[ Date ]

Dear Ms. Kania,

I hereby informs you of the arrival and appointment of *[Mr./Ms./Mrs. ] [ full name of staff ]* as *[ functional title ]* effective *[date of appointment]*.

I would appreciate for the necessary steps to be taken to ensure that *[ Mr./Ms./Mrs. ] [ surname of staff ]* is registered along with the members of *[ his/her ]* family and household employee.

Attached herewith are the scanned documents that would facilitate the processing of this request:

1. Passport with visa (PDF)
3. Passport-size photos for principal and all dependents (JPG)
4. I-94 for principal and all accompanying dependents (PDF)
5. Form SG.32 (PDF)

Sincerely yours,

[ authorized signature ]

Head of Chancery/Principal Administrative Officer

Mr. Beatrix Kania  
Chief of Protocol  
United Nations  
New York, NY 10017

**SAMPLE LETTER – REGISTRATION**  
**(Intern – F1 visa)**

[ LETTERHEAD ]

[ Date ]

Dear Ms. Kania

I hereby inform you of the arrival and appointment of *[Mr./Ms./Mrs. ] [ full name]* as an *[ intern ]* effective from *[date of appointment]* to *[ expiration date of appointment ]*.

I would appreciate for the necessary steps to be taken to ensure that *[ Mr./Ms./Mrs. ] [ surname of staff ]* is registered along with the members of *[ his/her ]* family, if applicable.

Attached herewith are the scanned documents that would facilitate the processing of this request:

1. Passport with F-1 visa (PDF)
2. Passport-size photo (JPG)
3. I-94 (PDF)
4. Copy of form I-20 (PDF)
5. School letter authorizing the internship (PDF)
6. Copy of front and back sides of the employment authorization card (for graduate students on Optional Practical Training (OPT)) (PDF)
7. Form SG.32 (PDF)

Sincerely yours,

[ authorized signature ]

Head of Chancery/Principal Administrative Officer

Mr Beatrix Kania  
Chief of Protocol  
United Nations  
New York, NY 10017

## **SAMPLE LETTER – REGISTRATION**

### **(Intern – J1 visa)**

[ LETTERHEAD ]

[ Date ]

Dear Ms. Kania,

I hereby inform you of the arrival and appointment of *[Mr./Ms./Mrs. ] [ full name ]* as an *[ intern ]* effective from *[date of appointment]* to *[expiration date of appointment]*.

I would appreciate for the necessary steps to be taken to ensure that *[ Mr./Ms./Mrs. ] [ surname of staff ]* is registered along with the members of *[ his/her ]* family, if applicable.

Attached herewith are the scanned documents that would facilitate the processing of this request:

1. Passport with J-1 visa (PDF)
3. Passport-size photo (JPG)
4. I-94 (PDF)
5. Copy of form DS-2019 or DS-7002 (PDF)
6. School letter authorizing the internship (PDF)
7. Form SG.32 (PDF)

Sincerely yours,

[ authorized signature ]

Head of Chancery/Principal Administrative Officer

Mr. Beatrix Kania  
Chief of Protocol  
United Nations  
New York, NY 10017

**SAMPLE LETTER – INFORMATION UPDATE**  
**(CHANGE OF ADDRESS)**

[ LETTERHEAD ]

[ Date ]

Dear Ms. Kania,

I have the honour to communicate to you the following updated information-

The updated information is regarding the **change of address** of [Mr./Ms./Mrs. ] [ full name of staff ], a [ functional title ] at our [ Mission/Office ].

The details are as follows:

**Old Address:**

[ details about old address ]

**New address:**

[ details about new address ]

I would appreciate if you can update your records in accordance with this new information.

Sincerely yours,

[ authorized signature ]

Head of Chancery/Principal Administrative Officer

Mr. Beatrix Kania  
Chief of Protocol  
United Nations  
New York, NY 10017

**SAMPLE LETTER – INFORMATION UPDATE**  
**(EXTENSION OF CONTRACT)**

[ LETTERHEAD ]

[ Date ]

Dear Ms. Kania,

I have the honour to communicate to your office the following updated information.

The updated information is regarding the **extension of contract** of a temporary staff in our [ *Mission/Office* ]. Kindly take note that [ *Mr./Ms./Mrs.* ] [ *full name of staff* ], a [ *functional title* ], has been extended from [ *old expiration date of contract* ] to [ *new expiration date of contract* ]. I would highly appreciate if you can update your records in accordance with this new information.

Sincerely yours,

[ authorized signature ]

Head of Chancery/Principal Administrative Officer

Mr. Beatrix Kania  
Chief of Protocol  
United Nations  
New York, NY 10017

**SAMPLE LETTER – INFORMATION UPDATE**  
**(EXTENSION OF INTERNSHIP)**

[ LETTERHEAD ]

[ Date ]

Dear Ms. Kania,

I have the honour to communicate to your office the following updated information.

The updated information is regarding the **extension of contract** of an intern in our [ *Mission/Office* ]. Kindly take note that [ *Mr./Ms./Mrs.* ] [ *full name of staff* ], has been extended from [ *old expiration date of contract* ] to [ *new expiration date of contract* ]. I would highly appreciate if you can update your records in accordance with this new information.

Sincerely yours,

[ authorized signature ]

Head of Chancery/Principal Administrative Officer

Mr. Beatrix Kania  
Chief of Protocol  
United Nations  
New York, NY 10017

**SAMPLE LETTER – INFORMATION UPDATE**  
**(PROMOTION)**

[ LETTERHEAD ]

[ Date ]

Dear Ms. Kania,

I have the honour to communicate to your office the following updated information.

The updated information is regarding the **promotion** of [ *Mr./Ms./Mrs.* ] [ *full name of diplomat or staff* ], a [ *old diplomatic rank or functional title* ] at our [ *mission/office* ], was promoted to [ *details of promotion* ] as of [ *date* ]. I would highly appreciate if you can update your records in accordance with this new information.

***For diplomats only:*** [ *He/She* ] is to be listed in the Blue Book immediately after [ *Mr./Ms./Mrs.* ] [ *full name of diplomat* ].

Sincerely yours,

[ authorized signature ]

Head of Chancery/Principal Administrative Officer

| Mr Beatrix Kania  
| Chief of Protocol  
| United Nations  
| New York, NY 10017



## SAMPLE LETTER – TERMINATION (END OF DUTY)

[ LETTERHEAD ]

[ Date ]

Dear Ms. Kania,

I kindly inform you that [ *Mr./Ms./Mrs.* ] [ *full name of staff* ] has concluded their duties at the [ *mission/office* ] as [ *functional title* ] on [ *date of departure from mission/office* ]. [ *He/She* ] departed from the United States of America on [ *date of departure from the United States of America* ]

[ *If Principal is not departing for whatever reason, please provide ongoing status.* ]

The following have been returned directly to the corresponding offices:

1. United Nations grounds passes (to UN Pass and ID Unit office)
2. US State ID cards (to US Mission building)
3. Personal and mission tax exemption cards (to US Mission building)
4. Driver License cards (to US Mission building)

The members of [ *his/her* ] family and household employees are included in the SG.8 form.

Sincerely yours,

[ authorized signature ]

Head of Chancery/Principal Administrative Officer

Mr. Beatrix Kania  
Chief of Protocol  
United Nations  
New York, NY 10017

**SAMPLE LETTER – GROUND PASS ISSUANCE**  
*(Permanent Missions/Observer Offices)*

[ LETTERHEAD ]

[ Date ]

Dear Ms. Kania,

I kindly request the issuance of the United Nations Ground Pass for the following person:

*[ Mr./Ms./Mrs. ] [ full name of staff ], [ functional title ]*

Attached herewith are the scanned documents in relation to this issuance request:

1. SG.32 Form (PDF)

Sincerely yours,

[ authorized signature ]

Head of Chancery/Principal Administrative Officer

Mr. Beatrix Kania  
Chief of Protocol  
United Nations  
New York, NY 10017

**SAMPLE LETTER – CONFERENCE PASS ISSUANCE**  
*(Permanent Missions/Observer Offices)*

[ LETTERHEAD ]

[ Date ]

Dear Ms. Kania,

I would like to request an issuance of the United Nations building pass with **Conference** designation for the following person:

*[ Mr./Ms./Mrs. ] [ full name of staff ]*

Attached herewith are the scanned documents in relation to this issuance request:

1. SG.32 Form (PDF)

Sincerely yours,

[ authorized signature ]

Head of Chancery/Principal Administrative Officer

Mr. Beatrix Kania  
Chief of Protocol  
United Nations  
New York, NY 10017

**SAMPLE LETTER – ADVISOR PASS ISSUANCE**  
*(Permanent Missions/Observer Offices)*

[ LETTERHEAD ]

[ Date ]

Dear Ms. Kania,

I would like to request an issuance of the Advisor-category United Nations building pass for [ *Mr./Ms./Mrs.* ] [ *full name of staff* ], as he/she will be called upon to attend and participate in the United Nations meetings as required by the Permanent Mission.

Attached herewith are the scanned documents in relation to this issuance request:

1. SG.32 Form (PDF)

Sincerely yours,

[ authorized signature ]

Head of Chancery/Principal Administrative Officer

Mr. Beatrix Kania  
Chief of Protocol  
United Nations  
New York, NY 10017

**SAMPLE LETTER – PASS RENEWAL**  
*(Permanent Missions/Observer Offices)*

[ LETTERHEAD ]

[ Date ]

Dear Ms. Kania,

I kindly request the renewal of the United Nations Ground Pass for the following person:

*[ Mr./Ms./Mrs. ] [ full name of staff ], [ functional title ]*

Attached herewith are the scanned documents in relation to this renewal request:

1. SG.32 Form (PDF)
2. Copy of the current pass (PDF)

Sincerely yours,

[ authorized signature ]

Head of Chancery/Principal Administrative Officer

Mr. Beatrix Kania  
Chief of Protocol  
United Nations  
New York, NY 10017