

The application letter must be on your organization's letterhead. If the letter is longer than one page, add the letterhead to each page.

[Your Name]

[Your Title]

[Your Organization Name]

[Address]

[Date]

United Nations Environment Programme

United Nations Avenue, Gigiri

P.O. Box 30552

00100 Nairobi, Kenya

Subject: Application letter for accreditation to UNEP and its governing bodies

Dear UNEP Civil Society Unit,

I am writing to request the accreditation of **[your organization name]** to UNEP and its governing bodies.

[Mission and purposes]

Summarize the mission and purposes of your organization and how you carry them out:

- *the mission and purposes must be concrete and achievable;*
- *ensure that the mission and purposes are consistent with the information provided in the rest of your application (e.g. website, statutes, articles of association and by-laws); and*
- *indicate the type of actions that your organization executes to achieve the mission and purposes described.*

[Contribution to the work of UNEP]

Explain how you intend to contribute to the work of UNEP and its governing bodies once accredited. *Provide a summary of what your organization intends to achieve upon the successful accreditation to UNEP and its governing bodies.*

Sincerely,

[Signature]

[Printed Name]

[Title]

[Contact Information: Phone & Email]