

Attach Business Card or send to us on your own letterhead.

[Organisation Name]

[Postal address]

[Phone number]

[Website address]

[Date]

Re: Code of Conduct on Images and Messages

Dear Dóchas Office,

I am writing on behalf of **[insert organisation name and brief description of the NGO's work and areas of focus]**.

We endorse the principles outlined in the *Code of Conduct on Images and Messages* and wish to be listed as a signatory to this Code.

We nominate **[insert name]** as our Focal Point to communicate with the Dóchas Office. His /her contacts details are **[insert email and telephone number]**.

We are committed to applying the Code's principles in our public communications. We will demonstrate this by evaluating our implementation of the Code and sharing our progress towards best practice principles with Dóchas and other signatories.

Yours sincerely,

Name:

Title:

Signature:
