



Date

Senator the Hon Sue Lines
President of the Senate
SG-40
Parliament House

The Hon Milton Dick MP
Speaker of the House of Representatives
RG-44
Parliament House

Dear Presiding Officers,

Re: Parliamentary Friends of [insert name of the group]

[I/We] [am/are] writing to request your support for the formal recognition of the Parliamentary Friends of [insert name of the group] in the 47th Parliament.

It is intended that this Group will provide a non-partisan forum for parliamentarians to meet and interact with [intended stakeholder groups] on matters relating to [insert area of concern to the group].

The Group is open to all Senators and Members and has no sponsorship from external organisations. Individual events may be sponsored by related organisations to cover event costs. The [insert name of the group] will not manage funds directly. As best practice, a third-party event organiser should be appointed to undertake this responsibility should it be required.

I/we will be serving as Chair/Co-Chair of the Group with NAME (PTY – Seat/State) as co/Deputy-Chair/Co-Chair. The following parliamentarians have requested membership of the Group:

Name	Electorate/State
1	
2	
3	
4	
5	
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We thank you for your consideration on this matter.

Senator XX MP

Federal Member for X/Senator for State

Senator XX MP

Federal Member for X/Senator for Stat