

**Please ensure that:**

**The letter includes a statement of commitment to all ten principles of the Global Compact and a commitment to submit an annual Communication on Progress (COP);**

**The letter is written on official company letterhead;**

**The letter is signed by your company's Chief Executive.**

## Sample Entry Letter for BUSINESS Organizations

*[Company letter-head]*

*[Date]*

H.E. Ban Ki-moon  
Secretary-General  
United Nations  
New York, NY 10017  
USA

Dear Mr. Secretary-General,

I am pleased to confirm that *[name of company]* supports the ten principles of the Global Compact with respect to human rights, labour, environment and anti-corruption. With this communication, we express our intent to advance those principles within our sphere of influence. We are committed to making the Global Compact and its principles part of the strategy, culture and day-to-day operations of our company, and to engaging in collaborative projects which advance the broader development goals of the United Nations, particularly the Millennium Development Goals. *[Name of company]* will make a clear statement of this commitment to our stakeholders and the general public.

We recognize that a key requirement for participation in the Global Compact is the annual submission of a Communication on Progress (COP) that describes our company's efforts to implement the ten principles. We support public accountability and transparency, and therefore commit to report on progress within two years of joining the Global Compact, and every year thereafter according to the Global Compact COP policy.

Sincerely yours,

*[Signature]*

*[Name Mr. /Ms. \_\_\_\_\_]*

*[Title\* CEO/Managing Director]*

*\* The letter must be signed by the highest executive in the company and submitted using the Organization Information Form online.*