

LETTERHEAD (if you have one)

Date:

Attention: Rūnanga Executive

NAME of Rūnanga

Address

Tēnā koutou ngā Rangatira mā

**1. INTRODUCTION (*INTRODUCTION ABOUT YOUR ORGANISATION AND WHAT YOU DO - BRIEF AS POSSIBLE*)**

1.1 [Click here and type]

1.2 [Click here and type]

**2. KEY ACTIVITIES (*YOUR ORGANISATION'S KEY ACTIVITIES - BRIEF AS POSSIBLE*)**

2.1 [Click here and type]

2.2 [Click here and type]

**3. PURPOSE (*PURPOSE FOR CONTACTING THE RŪNANGA*)**

3.1 [Click here and type]

3.2 [Click here and type]

3.3 [Click here and type]

**4. SUMMARY OF REQUEST (*EG.REQUEST FOR APPROVAL AND/OR SUPPORT; COMMENTS REQUIRED FROM THE RŪNANGA AND TIMEFRAME FOR RETURN REPLY - THIS MAY BE A REQUEST TO MEET WITH THE RŪNANGA, COMMENTS ON A PROJECT, OR A REQUEST FOR AN APPROVAL FOR A PROJECT*)**

4.1 [Click here and type]

4.2 [Click here and type]

Nāhaku noa nā (*yours sincerely*)

*Name/position in organisation*

*e-mail address*

*phone number*

Signed: .....