

Date

The Hon Tony Smith MP
Speaker of the House of Representatives
RG-44
Parliament House

Senator the Hon Scott Ryan
President of the Senate
SG-40
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 45th Parliament.

It is intended that this Group will provide a non-partisan forum for MPs to meet and interact with [insert 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. I/We will be serving as Chair of the Group with Mr X X (PTY – Seat/State) as co/Deputy-Chair.

The following Members of Parliament have requested membership of the Group:

Name	Electorate/State

Many thanks for your consideration on this matter.

Senator X X MP

Federal Member for X/Senator for State