

Date

Senator the Hon Stephen Parry  
President of the Senate  
SG40  
Parliament House

The Hon Tony Smith 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 45<sup>th</sup> 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]