**SAMPLE COVER LETTER**

**This letter must be written on the official letterhead paper of the organisation.**

[Insert Date here]

Roundtable on Sustainable Biomaterials Association

c/o Impact Hub Geneva

Rue Fendt 1

1201 Geneva, Switzerland

**RSB Membership**

Dear RSB Board of Directors,

We are pleased to hereby submit our application for RSB Membership.

Our organisation … [PLEASE ADD A SHORT DESCRIPTION OF YOUR ACTIVITIES RELATED TO BIOMASS AND BIOMATERIALS].

We unconditionally accept the RSB Articles of Association, as well as any and all other documents decided, approved, adopted, enacted and implemented by the RSB.

We declare that, to the best of our knowledge, there is currently no conflict of interest between our activities and our participation in the Roundtable on Sustainable Biomaterials. [IF THIS IS NOT THE CASE, PLEASE DESCRIBE WHERE YOU MAY POTENTIALLY HAVE CONFLICTS OF INTEREST]

Thank you for considering our application.

Sincerely,

INSERT NAME & TITLE [must be someone authorised to make the commitment on behalf of your organisation]