



DESIGNATION SAMPLE LETTER

[DATE]

New York State
Commission on Ethics and Lobbying in Government
540 Broadway
Albany, New York 12207

ATTN: Lobbying Compliance

This letter shall serve as a designation for **[DESIGNATED PERSON]** to file paper lobbying filings with the New York State Commission on Ethics and Lobbying in Government on behalf of **[ORGANIZATION NAME]**, located at **[ADDRESS]**, for the year **2023 (OR RELEVANT PERIOD)**.

As Chief Administrative Officer, I am aware this designation does not relieve me of liability due to a failure to file, late filing or false filing of any report(s).

OR

I, **[NAME]**, as **[TITLE]** of **[ORGANIZATION]** located at **[ADDRESS]**, designate **[DESIGNATED PERSON]**, **[TITLE]** to make and file paper lobbying filings required by the New York State Commission on Ethics and Lobbying in Government for the **[PERIOD OF TIME]**.

As Chief Administrative Officer, I am aware this designation does not relieve me of liability due to a failure to file, late filing or false filing of any report(s).

Agreed to and accepted by:

ORGANIZATION

Signature

CHIEF ADMINISTRATIVE OFFICER NAME

Date

Signature

DESIGNATED PERSON NAME, TITLE

Date