

Guidelines for BatLife Europe Supporting Letter Requests

Occasionally BatLife Europe is approached by NGO partners requesting letters of support, in order to provide international support for national matters of concern for bat conservation. This document explains how BatLife Europe can work with NGO partners to provide supporting letters.

Supporting letter request process

- All requests for support letters should be sent to the BatLife Europe inbox - batlifeeurope@bats.org.uk
- Requests that are received are considered by the chair, vice-chair or honorary secretary
- If requests are accepted the NGO partner is asked to submit a draft letter from BatLife Europe (because they have the best knowledge of the national issue), along with a maximum of three names and addresses (either post or email) they wish the letter to be sent to.
- The draft letter will be reviewed and edited by BatLife Europe, edited as necessary, and sent back for approval by the NGO partner
- Once approved, the BatLife Europe administrator will email or post the letter to the relevant recipients, copying in the NGO partner.
- The NGO partner will then take responsibility for forwarding the letter on to other recipients, if required
- If requested, BatLife Europe can also mention the issues in the letter on BatLife's Facebook and Twitter feeds

Please remember that we are a small NGO, run mostly by volunteers, so our support depends on our capacity.