Template

Cover letter

# Instructions

This template will help you to provide the information needed in your association’s application cover letter.

It includes standard text and sections for you to insert your own text [marked with square brackets]. Enter your responses in the spaces indicated.

# Application cover letter

|  |  |
| --- | --- |
| [Insert association’s logo] | [Insert your contact details  Address Email  Phone number] |

[Insert date]

[Insert name of the Chair – Professional Standards Councils]

Chair

Professional Standards Councils

GPO Box 4021

SYDNEY NSW 2001

Dear [insert name]

## [Insert association’s name] application for a professional standards scheme

We, the [insert association’s name], submit this application for a professional standards scheme for our members [or specify a class or classes of membership] under [insert legislative reference and jurisdiction]. The scheme would have force in [insert states and territories where the scheme will apply].

### Our purpose

We are …

[Describe your association, including the:

* legislation it is incorporated under
* occupation or occupational group that your members represent
* work that your members do.]

### Our reasons

We ask you to approve the attached draft scheme instrument, based on the supporting documents attached.

[Explain why we should approve your application, providing information about such aspects as:

* how your association and its members aim to protect consumers of services provided
* how your association improves the occupational standards of its members.]

### Our application

Please find a draft application prepared by the association and approved by the [insert name of your association’s governing body]. We have prepared the application according to the modules, guidance and templates you have provided. We enclose the application fee of $[insert application fee], prescribed under Regulations.

We look forward to working with the Councils and the Professional Standards Authority to implement the proposed scheme.

Sincerely

[insert your name and your title]

[insert your association name]