

[ORGANIZATION LETTERHEAD]

[Date]

Supreme Court, State of New York
Appellate Division, [First or Second] Department
[Address of Department]

Attn.: [Name of Appellate Division Clerk of the Court], Clerk of the Court

Re: [Organization Name] – Report Pursuant to Section 496 of the Judiciary Law

To whom it may concern:

[Organization Name] is a New York chartered not-for-profit corporation.

[Organization Name]'s initial report pursuant to Section 496 of the Judiciary Law of the State of New York was filed and accepted on or about [Date].

Pursuant to Section 496 of the Judiciary Law of the State of New York, [Organization Name] provides the following annual statement:

1. [Organization Name]'s Nature and Purpose

The nature and purpose of [Organization Name] is to [summarize organization's mission and purpose statement here].

2. Composition of the [Organization Name] Board of Directors

1) [List board member names and applicable leadership titles here]

3. Type of Legal Services [Organization Name] Provides

[Briefly summarize types of legal services to be provided here, including where the services will be provided and whether the services will include representation in court proceedings.]

4. Name and Address of Attorney[s] Employed by [Organization Name]

1) [Include name(s) and address(es) of attorneys employed by the organization here]

Submitted by:

[Name and title of organization leadership]