

LETTERHEAD OF MEDIA ORGANIZATION

DATE: **[current]**

[Media Organization name] would like to request **[please specify if temporary or annual]** media accreditation at the European Parliament in **[please specify if needed for Brussels or Strasbourg]** for **[name and roles of applying media members]** to cover the upcoming **[meeting/press conference/event/interview]** on **[exact dates of assignment]**:

Please also include a paragraph containing:

- Information about the media, including reach: Print circulation, radio/television audience and/or statistical number of hits for websites.

as well as

- Links to two recent stories related to European/international affairs [links can be copy/pasted in the comments of the online form or in this letter].

Sincerely,

[SIGNATURE of Publisher, Editor-in-chief, or Assignment Editor]

[TITLE and Contact information]