

LETTERHEAD OF MEDIA ORGANIZATION

DATE: (current)

TO: Media Accreditation and Liaison Unit, United Nations, New York

[*Media Organization name*] would like to request (OR renew for continuing accreditations) long-term U.N. media accreditation for the following media personnel, in order to cover events at UNHQ in New York on a regular basis:

NAMES and ROLES of all applying media members

Also include:

- Information about the media, including reach: Print circulation, radio/television audience and/or statistical number of hits for websites.
- For long term renewals: links to samples of recent coverage from UNHQ (links can be uploaded to the online form).
- For first time request: links to two recent stories on international affairs (links can be uploaded to the online form).

Sincerely,

[SIGNATURE of Publisher, Editor-in-chief, or Assignment Editor]
TITLE and Contact information