

LETTERHEAD OF MEDIA ORGANIZATION

DATE: (current)

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

[*Media Organization name*] would like to request temporary U.N. media accreditation for the following media personnel to cover the upcoming [*meeting/press conference/event*] on [*dates of assignment*]:

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.
- 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