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]