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*[Company Letterhead]**

[Date]

Director
Periodical Press Gallery
S-320, U.S. Capitol
Washington, DC 20510

RE: Press Credentials

Dear Director,

I certify that [Insert: Reporter's name] is a [Choose one: Full-time reporter/temporary reporter on assignment/intern] for [Insert: Publication].

[Insert: Reporter's name] has read the rules and regulations of the Periodical Press Gallery and will abide by those rules and regulations.

[Provide a paragraph explaining the need for Congressional Press credentials.]

(For reporters on temporary assignment/interns, include appropriate contact information.) [Insert: Reporter's name] can be reached at [Insert: Reporter's Email] and [Insert: Reporter's office phone number/cell phone number].

Signed,

Bureau Chief/Managing Editor
Contact Phone Number

* This letter must be an original copy on company letterhead and must have an original signature from the bureau chief/managing editor. Faxed or copies of the letter will not be accepted.