**LOGO (LETTERHEAD)**

**HEADER OF THE**

**COMMUNICATION MEDIA**

**(COMPANY TRADE NAME)**

To the Press Accreditation Coordination

Press Office, Palácio do Planalto,

1st basement level, room 05

Brasília/DF – 70150-900

Subject: Ex.: Annual press accreditation 2025 – Brasília/DF

(Inform the city for which the professional is being accredited)

Dear Coordinator,

We request accreditation of the professional journalists listed below, who will provide coverage of all scheduled appointments, events and trips in which the President of the Republic takes part in 2025:

- Mr. So-and-so Smith;

CPF: 000.000.000-01

Position: reporter

Press outlet: (Inform where the professional is based. e.g.: Example TV - São Paulo)

- Mr. So-and-so Gibson;

CPF: 000.000.000-01

Position: cameraman - hired by company xxxxxx Ltda.

(When the outlet hires a third-party professional, the name of the hiring company must be mentioned in the letter)

Press outlet: (Inform where the professional is based. e.g.: Example Radio - Rio de Janeiro)

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of the company's legal representative

Or press professionals’ hierarchical superior

**FOOTER**

**Company name - CNPJ**

**Address with zip code**

**E-mail and phone numbers**