DD Month YYYY

To Whom It May Concern;

**(Organization Name)** hereby provides accreditation for **(Journalist/Employee Name),** who represents a bona fide media organization. (**Organization** - **Provide a brief but detailed description of the organization and its audience)**

**(Journalist/Employee Name)** works for this organization as a **(Position)**. (NOTE: Letter must state if this is a freelance journalist working for the organization.) **(Organization Name)** accepts responsibility for the actions and journalistic standards of **(Journalist/Employee Name)** to include all stories and opinions produced for other media or public outlets and web log entries.

For additional information about our accreditation and/or **(Journalist/Employee)** who works under our organization, please contact me with the below information.

*SIGNATURE REQUIRED*

**(Print Name and Title of Organization: Editor, Manager, Supervisor, etc)**

**(Organization address)**

**(Email)**

**(Phone numbers)**

**(Website)**

**\**Important – If the journalist is a freelance or as needed employee, this letter must clearly state that the organization intends to publish the work resulting from this visit.***

***\*\* This document should be emailed to the 51st Fighter Wing Public Affairs office as a .PDF or other non-editable format.***