** [HERE SHOULD BE LOGO OF YOUR ORGANIZATION]**

SAMPLE

[DATE]

**Letter of Assignment for COP29 Media Accreditation**

Dear UNFCCC press officers,

I am writing on behalf of [Your Organization] to request media accreditation for COP29 from [Start Date] to [End Date]. Please find below our assignment details:

Participants:

1. Name: [Full Name], Title: [Title]
2. Name: [Full Name], Title: [Title]
3. Name: [Full Name], Title: [Title]

This confirms our intention to cover COP29 comprehensively. Each participant is authorized to represent our organization.

Sincerely,

[Signature of Authorized Person]

[Typed Name]  
[Title]  
[Your Organization]  
[Contact Information]