Official Letterhead of News Organization

(Current Date)

Texas House of Representatives
House Payroll/Personnel Department
P.O. Box 2910
Austin, TX 78768-2910

Dear Sir:

Please provide (Name of Person), an employee of (Name of News Organization), Media Credentials for the 2015-2016 period. I certify that (his/her) duties require (him/her) to report primarily on the sessions of the legislature and that no part of (his/her) salary for legislative coverage is paid for by any individual or organization other than (Name of News Organization).

I may be contacted at (Phone Number and E-mail Address).

(Signed by the Editor, Publisher, Bureau chief, or News Director)

(Your Name)
(Title)