

From

Date:

To

The Director of Information and Public Relations,  
Information and Public Relations Department,  
Secretariat,  
Chennai-600 009.

Sir,

I am presently working in .....  
Daily/ Television Channel/News Agency as .....

I have been provided with Government Accreditation Card and it has  
been renewed for the year 2013. My Accreditation Card Number is .....

As I wish to use the facility of free bus pass for gathering news, I  
request you to provide me with a Bus Pass, facilitated by the Information  
and Public Relations Department, for the year 2013.

(Signature of the Applicant)

Signature of the authorities of  
the Daily/Television Channel/News Agency.