Dear **xxx**,

Under the right of access to documents in the EU treaties, as developed in Regulation 1049/2001 **and in Regulation 1367/2006** **(if environmental information)**, I am requesting the following documents:

1) On the topic of **xxx**, all correspondence (including, but not limited to, emails, letters, and/or telephone call notes) including attachments, the list of meetings with detailed minutes and any other reports of such meetings, all documents prepared for the purpose of these meetings and issued after these meetings, and documents exchanged during the course of these meetings between DG **xxx**, DG **xxx**, the Secretary General, the **xxx** Agency, the EC President’s Cabinet (including Commissioners and their Cabinet members) between **xdatex** and **xdatex**.

2) On the topic of **xxx**, all correspondence (including, but not limited to, emails, letters, and/or telephone call notes) including attachments, the list of meetings with detailed minutes and any other reports of such meetings, all documents prepared for the purpose of these meetings and issued after these meetings, and documents exchanged during the course of these meetings between officials of DG **xxx** AND the following MEPs:

- **xxx** (and assistants)

- **xxx** (and assistants)

between **xdatex** and **xdatex**.

3) On the topic of **xxx**, all correspondence (including, but not limited to, emails, letters, and/or telephone call notes) including attachments, the list of meetings with detailed minutes and any other reports of such meetings, all documents prepared for the purpose of these meetings and issued after these meetings, and documents exchanged during the course of these meetings between officials of DG **xxx**, DG **xxx**, the Secretary General, the EC President’s Cabinet (including Commissioners and their Cabinet members)

AND

representatives of the following organisations:

- **xxx** trade association

- **xxx** company

- **xxx** lobbying firm

- **xxx** think tank etc.

between **xdatex** and **xdatex**.

4) etc.

Should my requests be denied wholly or partially, please explain the denial or all deletions referring to specific exemptions in the regulation. Also I expect the partial release of documents, in case  of partial exemption according to article 4.6.

Do not hesitate to get back to me should you need any further information which could facilitate your research.

Thank you for your assistance.

Best regards,

  **NAME**

**MEDIA**

**Postal address (don’t forget it)**