

Clearance Letter for Journalists

Date: [Insert Date]

To: [Journalist's Name]

From: [Your Organization's Name]

Subject: Clearance for Behind-the-Scenes Coverage

Dear [Journalist's Name],

We are pleased to grant you permission to capture behind-the-scenes moments at [Event/Location Name] on [Date]. This clearance allows you to document the preparations, interactions, and atmosphere leading up to [Event Name].

Please adhere to the following guidelines during your coverage:

- Respect the privacy of individuals who do not wish to be photographed.
- Follow instructions from event coordinators and staff.
- Ensure that your presence does not disrupt the workflow.

We look forward to seeing your unique perspective on this event!

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]