

Media Use Permissions for Commercial Advertising

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

We are writing to request your permission to use [describe the media, e.g., images, video footage, audio] for our upcoming commercial advertising campaign. Our intended use of the media includes [briefly describe how the media will be used, e.g., in television commercials, online advertisements, print materials, etc.].

The campaign will run from [start date] to [end date] and will be focused primarily on [describe the target audience or platforms]. We believe that your media will significantly enhance our marketing efforts and allow us to better engage with our audience.

If you grant permission, we will ensure that you are credited appropriately and that your media is used in compliance with any guidelines you may have. We would be happy to discuss any terms or conditions you may require as part of this arrangement.

Please let us know if you need any additional information or if you would like to discuss this request further. We hope to collaborate with you and showcase your outstanding work in our advertising efforts.

Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]