

Media Use Permissions Letter

Date: _____

To: [Name of the Event Organizer]

[Address]

[City, State, Zip Code]

Dear [Event Organizer's Name],

We are writing to grant permission for the use of media captured during the [Name of Event] taking place on [Date of Event] at [Location of Event]. The [Your Organization/Company Name] permits its use for promotional purposes, social media coverage, and community outreach.

We kindly ask that you provide credit to our organization when utilizing these images or videos, as well as any pertinent guidelines for the use of our logo or branding elements.

If you are in agreement with the terms outlined above, please sign and return this letter by [Return Date]. Should you have any further questions, feel free to contact us at [Your Contact Information].

Thank you for considering our permission for the media use. We look forward to seeing the coverage of our community event!

Sincerely,

[Your Name]

[Your Title]

[Your Organization/Company Name]

[Your Contact Information]

Agreement: _____

Date: _____