

# Media Use Permission Letter

Date: \_\_\_\_\_

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to request permission to use certain media assets in our upcoming corporate presentation scheduled for [date]. The details of the media we wish to utilize are as follows:

- Media Type: [e.g., images, videos, audio]
- Title/Description: [e.g., "Company Logo", "Product Launch Video"]
- Source/Owner: [e.g., "ABC Corporation", "XYZ Media"]

The incorporation of your media will enhance our presentation and provide valuable context to our stakeholders. We assure you that we will credit your organization appropriately in accordance with your guidelines.

Please let us know if you require any further information or forms to complete this request. We look forward to your positive response.

Thank you for considering our request.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]