

# Media Use Permission Letter

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[Recipient City, State, Zip Code]

Dear [Recipient Name],

I am writing to request permission to use footage from [describe the documentary footage, e.g., "your documentary titled 'XYZ,' which was released on [release date]"]. We are currently in the process of producing a documentary titled [Documentary Title] and believe that this footage will significantly enhance our project.

We plan to use the footage in the following manner: [describe how you plan to use the footage]. We will ensure that appropriate credits are provided, and your organization will be acknowledged in all promotional materials.

Please let us know if you would be willing to grant us permission for this use. We are open to discussing any conditions you may have regarding the use of the footage.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]