

Media Use Permission Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Institution/Organization]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title/Position]

[Recipient's Institution/Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request permission to use the following media for educational purposes:

- Media Title: [Insert Title]
- Media Format: [Insert Format, e.g., video, audio, image]
- Intended Use: [Briefly describe how you will use the media]

This media will be used solely for educational purposes in [describe the context, e.g., a classroom, workshop, etc.]. We believe that your work will greatly enhance our educational program and provide valuable insights to our students.

If you require any further information or have any questions regarding this request, please feel free to contact me at your earliest convenience. I look forward to your positive response.

Thank you for considering this request.

Sincerely,

[Your Name]

[Your Position]