

Media Use Permissions Letter

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to formally request your permission to use [describe the media, e.g., images, videos, logos] in our upcoming product promotion for [Product Name/Description]. The planned usage will include [describe specific uses, e.g., social media posts, advertisements, website, etc.].

We believe that including your media will significantly enhance the visibility and appeal of our product while accurately representing our collaboration and mutual goals.

Please let us know if you require any additional information or if there are specific conditions under which we may obtain the rights to use your media. We assure you that we will give you proper credit as outlined in your guidelines.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Email]

[Your Phone Number]