

Digital Content Usage Authorization Letter

Date: [Insert Date]

From:

[Your Name]

[Your Title/Position]

[Your Company/Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Recipient Name]

[Recipient Title/Position]

[Recipient Company/Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally authorize the use of digital content created by [Your Company/Organization] for print media distribution. The content includes:

- [Description of Content 1]
- [Description of Content 2]
- [Description of Content 3]

This authorization grants you the right to use the above-mentioned content in print media formats, including but not limited to brochures, articles, and promotional materials, under the following terms:

1. The content must not be altered or modified without prior consent.
2. We request that appropriate credit be given to [Your Company/Organization] wherever the content is used.
3. This authorization is valid until [Insert Expiration Date].

Please confirm your acceptance of these terms by signing below and returning a copy of this letter to us.

Sincerely,

[Your Signature]
[Your Name]
[Your Title/Position]

Acceptance of Terms:

[Recipient Signature]
[Recipient Name]
[Recipient Title/Position]
[Date]