

Request for Television Broadcast Rights

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Institution/Organization]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Institution/Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the broadcast rights for your educational programming [specific program name or description], which we believe will greatly benefit our students at [Your Institution/Organization].

As an educational institution dedicated to [brief description of your mission or objectives], we aim to provide our students with high-quality resources that enhance their learning experience. We believe that your program aligns perfectly with our educational goals.

We would like to request permission to broadcast [specific program name] on [specific date or time frame] through our [medium, e.g., local cable access, online streaming, etc.]. We assure you that this will be used solely for educational purposes, with appropriate credits to your organization.

Please let us know if there are any requirements or agreements needed to facilitate this request. We are happy to comply with any guidelines you may have.

Thank you for considering our request. We look forward to the possibility of collaborating with you to enrich the educational experience of our students.

Sincerely,

[Your Name]

[Your Position]

[Your Institution/Organization]