TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Request for use of copyrighted material

Dear Sir/Madam,

I hope you are well as I write this letter. I’m writing to ask for your formal permission to combine and use the video bytes I shot of your stylish cafe as a YouTube video on my channel.

I am a Vlogger, and your café is one of the greatest in town. If you grant us permission, I would like to promote it in my YouTube video. I truly appreciated your great cuisine and how attentive you were to your clients.

If you allow me permission, I will ensure that all copyright credits are given to you, and I feel we will both profit from our collaboration. At the bottom, I’ve included my email address and a link to my YouTube account.

Thank you for your time and consideration.

Yours Sincerely,

Will Smith