

SAMPLE PERMISSION LETTER

Jefferson Smith
Small Indie Film Co.
123 Elm St.
Anywhere, MO XXXXX
Phone (123) 555-1212
Fax (123) 555-9898
mrsmith@mysmallindiefilmco.com

February 24, 20XX

Juliet Jones
Well Known Artist, Inc.
5400 Downtown Ave., #3300
Somewhere, IL XXXXX

RE: Using Your Comic Strip

Dear Ms. Jones:

I am a student at Film U. directing an independent film for submission to Made-Up Film Festival. My film – “Random Acts of Law” – is about one person’s struggles against Nature and The Gods to obtain permission to use copyrighted works. I would like to incorporate your comic strip, “When Copies Attack,” dated February 23, 2005, into the opening credits of my film. I believe that you are the owner of the copyright for this comic strip and I would like your permission to use it in the film.

I have enclosed a permission form that would give me the right to use your work in my film. The permission form in no way restricts your rights, or the rights of anyone else, from reproducing your work. The permission form does not limit my rights to advertise, show or reproduce my film.

If you agree to these terms, please sign and date the form, and mail it to me using the enclosed envelope.

If you have any questions, or if I need to get permission from anyone else, please let me know. Thank you for your time and consideration.

Cordially,