

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Organization/Company Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to request permission to screen the film [Film Title] at [Location] on [Date] at [Time]. The screening is intended for [purpose, e.g., educational purposes, community event, etc.], and we anticipate an audience of approximately [number of attendees].

We understand the importance of obtaining the necessary rights for public screenings and are committed to adhering to all guidelines associated with the film's distribution rights. We would be grateful if you could provide us with the necessary permissions or direct us to the appropriate channels for obtaining them.

Thank you for considering our request. We look forward to your favorable reply.

Sincerely,

[Your Name]
[Your Title/Organization, if applicable]