

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to grant you permission to photograph [specific details about the event/location]. This permission is granted for the purpose of [reason for photography, e.g., publication, personal use, etc.].

Please feel free to capture [any specific subjects or scenes you want them to focus on or avoid], and ensure that the photography respects the privacy and wishes of individuals present.

This permission is valid from [start date] to [end date] and may be revoked at any time should the need arise.

Thank you for your understanding and professionalism.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]