

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

Dear [Recipient Name],

I am writing to grant permission for media coverage of [specific event or project] scheduled on [date] at [location].

This permission includes the right to take photographs, record video, and conduct interviews with [participants/attendees] as appropriate. We appreciate your interest in covering our event and believe it will provide valuable exposure for both our organization and your media outlet.

Please ensure that all content produced is handled in a professional manner and aligns with our organization's values and standards.

If you have any further questions or need additional information, feel free to contact me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]