

[Your Company Letterhead]

[Date]

[Brand Name]

[Brand Address]

[City, State, Zip Code]

Dear [Brand Name/Contact Person],

Subject: Brand Approval for User-Generated Content (UGC)

We are pleased to inform you that your request for brand approval to utilize user-generated content (UGC) featuring [specific details about the content, e.g., products, campaigns] has been successfully reviewed and approved.

We understand the value of authentic content and are excited to collaborate with you in promoting [Brand Name]. Below are the details of the approved UGC usage:

- ****Content Type****: [Photos, videos, testimonials, etc.]
- ****Usage Period****: [Start Date] to [End Date]
- ****Platforms****: [Social Media Platforms, Website, etc.]
- ****Attribution Guidelines****: [How to credit the brand, hashtags, etc.]

Please feel free to reach out if you have any questions or need further clarification about this approval. We appreciate your enthusiasm for [Brand Name] and look forward to a successful partnership.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]

[Your Company Website]