

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

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to seek your approval for the user-generated content (UGC) that we would like to feature in our upcoming [campaign/project/event]. We believe that your content aligns perfectly with our brand values and will resonate with our audience.

The content in question includes:

- [Brief description of UGC 1]
- [Brief description of UGC 2]
- [Brief description of UGC 3]

We would like to ensure that we have your permission to use this content across our marketing channels, including [list specific channels, e.g., social media, website, email newsletters]. Of course, we will give you full credit and attribution for your contribution.

Please let us know if you have any questions or if there are specific terms that you would like to discuss. We appreciate your consideration and look forward to potentially featuring your work.

Thank you for your time.

Best regards,

[Your Name]  
[Your Title]  
[Your Company/Organization]