

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Subject: User-Generated Content (UGC) Agreement

Dear [Recipient's Name],

I am writing to formalize our agreement regarding the use of user-generated content (UGC) created by [Your Name/Creator's Name] for [specific project/campaign] on behalf of [Company/Organization Name].

****1. Scope of UGC****

The UGC consists of [description of the content, e.g., images, videos, text, etc.], created on [date or time period of creation].

****2. Grant of Rights****

I hereby grant [Company/Organization Name] a non-exclusive, royalty-free, worldwide license to use, reproduce, modify, and publish the UGC for [specific purposes, e.g., marketing, advertising, social media, etc.].

****3. Attribution****

[Company/Organization Name] agrees to provide proper attribution to me as the creator of the UGC whenever it is used.

****4. No Compensation****

I understand that the use of this UGC is voluntary and I will not receive any monetary compensation for its use.

****5. Duration****

This agreement will remain in effect for [duration, e.g., one year, indefinitely] from the date of signing.

****6. Miscellaneous****

This agreement constitutes the entire understanding between the parties and may only be amended in writing signed by both parties.

Please sign and return a copy of this letter to confirm your acceptance of this agreement.

Sincerely,

[Your Name]
[Your Title, if applicable]
[Signature]
[Date]

****Accepted and Agreed:****

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Signature]
[Date]