

[Your Name]
[Your Title]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Brand Name]
[Brand Contact Person]
[Brand Address]
[City, State, Zip Code]

Dear [Brand Contact Person],

Subject: User-Generated Content (UGC) Approval

I hope this message finds you well. We are excited to collaborate with [Brand Name] and would like to request your approval for the use of user-generated content featuring your products.

Content Details:

- ****Content Creator:**** [Name of Creator]
- ****Platform:**** [Social Media/Website]
- ****Content Description:**** [Brief description of the content, e.g., photo, video, testimonial]
- ****Usage Intent:**** [Explain how and where the content will be used, e.g., marketing materials, social media, website]

Please confirm your approval by signing below and returning this letter to us by [Deadline Date]. If you have any concerns or modifications, feel free to include those as well.

Thank you for your collaboration. We look forward to working together to showcase [your brand's/creator's] amazing work!

Sincerely,

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

****Approval Signature****

I, [Brand Contact Person], approve the use of the above-mentioned user-generated content.

Signature

Date