

[Your Name]
[Your Position]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: UGC Content Release Authorization

I hope this message finds you well.

We are excited to inform you that we are preparing to share user-generated content (UGC) that features your brand/product. This letter serves as a formal request for your approval to use the submitted UGC in our upcoming marketing campaigns, including but not limited to social media, website, and promotional materials.

Details of the UGC:

- Content Description: [Brief description of the content]
- Date of Creation: [Date]
- Creator's Name: [Name of the user/creator]

We aim to feature this content in a way that highlights the authenticity of our brand and resonates with our audience. If you agree to the use of this content, we kindly ask you to sign and return the attached consent form.

Please feel free to reach out should you have any questions or require further clarification regarding this request.

Thank you for considering our request. We look forward to your positive response.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company]

[Attachment: Consent Form]