

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

Dear [Recipient Name],

Subject: UGC Rights Approval

I hope this message finds you well.

We are reaching out to formally request your permission to use the user-generated content (UGC) you submitted on [Platform/Website] on [Date]. The content includes [description of the content, e.g., photos, videos, testimonials] and aligns perfectly with our campaign on [Campaign/Project Name].

We would like to offer you the following terms regarding the use of your content:

1. ****Usage:**** Your content will be utilized on [list platforms, e.g., our website, social media channels, promotional materials].
2. ****Attribution:**** You will be credited as the creator of the content, [insert how the credit will be given, e.g., @username, your name].
3. ****Duration:**** The content will be used for [specify duration, e.g., a specific campaign period, indefinitely, etc.].

If you agree to grant us the rights to use your content as specified, please reply to this email with your approval by [response deadline].

If you have any questions or would like to discuss further, feel free to reach out.

Thank you for considering our request, and we look forward to the opportunity to feature your contribution!

Best regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Company/Organization]