

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

Dear [Recipient's Name],

Subject: Licensing Agreement for User-Generated Content

I hope this letter finds you well. I am writing to formally request your permission to license and use the user-generated content (UGC) that you have created and shared on [specific platform or context, e.g., social media, website, etc.], specifically [describe the content, e.g., photographs, videos, text posts].

We are interested in utilizing your content for [describe purpose, e.g., marketing, promotional materials, social media campaigns, etc.]. We believe that your contribution will greatly enhance our project and engage our audience more effectively.

Should you agree to license this content, we would ensure that your work is credited appropriately and that all uses comply with the agreed terms. If you have specific terms or conditions regarding the licensing of your work, please let us know, and we will do our best to accommodate them.

Please feel free to contact me at [your phone number] or [your email address] if you have any questions or need further clarification.

Thank you for considering our request. We look forward to the possibility of collaborating with you!

Sincerely,

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