

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

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

Subject: User-Generated Content Approval

Dear [Recipient Name],

I hope this message finds you well. I am writing to seek your approval for the use of user-generated content (UGC) related to [brief description of the content or campaign, e.g., a recent social media campaign, customer testimonials, etc.].

The specific content I would like to utilize includes:

1. [Description of the first piece of UGC, e.g., a quote from a customer review]
2. [Description of the second piece of UGC, e.g., an image shared by a customer]
3. [Add more items as necessary]

This content has been chosen because [provide reasoning for selecting this UGC, e.g., it resonates with our brand values, it has received positive engagement, etc.].

Please let me know if you approve the use of this content in our marketing efforts or if there are specific guidelines or conditions under which we must operate. If you have any questions or need additional details, feel free to reach out at your convenience.

Thank you for considering this request. I look forward to your positive response.

Warm regards,

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