TEMPLATE

[DATE]

[LABEL/PUBLISHER NAME]

[LABEL/PUBLISHER ADDRESS]

Re: Request for authorization to include music in videos to showcase on Vimeo

Dear [LABEL/PUBLISHER NAME],

My name is [YOUR NAME] and I write to you regarding the video [TITLE/REFERENCE], which I helped [direct/produce/make], on [DATE].

I would like to be able to showcase this video as part of my portfolio on Vimeo.com. To do so, I need to obtain your written permission to use the sound recording/musical composition titled [TITLE] by [ARTIST]. I would greatly appreciate it if you could provide me with a form of agreement indicating your authorization for me to use the content specified above for the stated purpose.

Thanks in advance for your help.

[YOUR SIGNATURE]

[YOUR NAME]