

Sample Permission Request Letter

[date]

[Your name]

[Your Company/Organisation]

[Address]

Dear [name],

I am seeking permission to use the [company] [logo/graphic] irrevocably and royalty free for the use on garments for [purpose/event].

Reform Clothing Co Pty Ltd. will be producing the garments in [month/year] (approx).

The [logo/graphic] will be added to a [Style e.g T-Shirt]

The [logo/graphic] will be [embroidered / sublimated / heat transfer printed]

The approximate size and position of the logo/graphic will be:

- Width: [width] / Height: [height]
- Position: [Position on the garment. E.g Back, Chest Left]
- [Any supplementary position information E.g "Will be placed with a number of other sponsors logos in a Sponsors section"]

The [logo/graphic] will be used on approximately [number of garments] garments.

Follow up production runs may occur of up to [number of garments] garments.

Garments will be distributed to locations: [locations]

To ensure we are using the latest approved [logo/graphic] please provide us with a file in a high resolution (ideally PNG, PDF or EPS format).

To meet production requirements changes may be made to colours, scale and position of the logo/graphics. Other changes will not be made unless otherwise discussed and

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agreed. If your [logo/graphic] is not suitable for production and changes cannot be agreed it may not be used.

I'm looking to have approval finalised by [date] to meet design and production deadlines.

By signing this release you agree that you have the rights and permission to grant this release and are approving the rights for use of the [logo/graphic] as described.

If you do not have permission please provide the contact details for the proper rights holder.

By signing this release you agree that you can be contacted by Reform Clothing Co Ltd. for verification purposes.

Permission sign off

Full name:

Company/Organisation:

Position/Title:

Email:

Phone:

Signature:

Date: