

SAMPLE PERMISSION LETTER: MUSIC COPYRIGHT

[Place on your school's letterhead, if available]

[Name of Music Company]

[Street Address]

[Address]

Re: [Name of School]'s Cheerleading Routine Music

Dear Sir or Madam:

We are putting together a CD to be used as a background track for a cheerleading routine for my school, [name of school].

We understand that you are the owner of the copyright for the musical composition "[name of song]" and want to include the song as a part of our cheerleading routine. We want to use [the entire song] or [# of minutes of the song] in the routine as [state use, for example, as background to team choreography].

Since we are on a limited budget and those involved with our team are all associated with a school, we are hoping that you will allow us this use without any charge. If this is not possible, please let us know what fee would be required for this use.

Your signature below, under "confirmed by," will indicate that you will agree to permit the aforementioned use. Please let us know if you have any questions concerning this license. Also, would you please let us know as soon as possible if this song cannot be licensed so that artistic changes may be made in the background track we plan to use. You can reach me in care of [name of coach], [name of school], [address of school], [telephone number of school office], and [e-mail address of coach].

Thank you for your help with this matter and I look forward to hearing from you.

Sincerely,

[Name of Coach]

Confirmed by:

LICENSOR

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[Name of the Music Publisher]