[COMPANY NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

[DATE]

[RECIPIENT’S NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

**Subject: Letter of Consent to Use Copyrighted Work**

Dear [RECIPIENT’S NAME],

I, [FULL NAME/TITLE], as the [AUTHOR/COPYRIGHT HOLDER] of the work titled [TITLE OF THE WORK], hereby grant permission for its use under the following conditions:

**Details of the Work**

* **Title of Work**: [TITLE OF THE WORK]
* **Nature of Work**: [*E.g., literary, artistic, photographic, etc.*]
* **Purpose of Use**: [*State the purpose, e.g., educational, research, publication, etc.*]
* **Permitted Use**: [*Specify how the work can be used, e.g., “This work may be used in digital presentations, printed reports, or public displays.”*]
* **Duration of Consent**: [*State the timeframe or if the consent is indefinite.*]

**Conditions of Use**

1. Proper attribution must be given to the creator, as follows: “[*Full citation or credit line to appear with the work.*]”
2. The work may not be altered, modified, or misrepresented in any manner that could compromise its integrity.
3. This consent is non-transferable and limited to the agreed purposes outlined above.

If further use or dissemination of the work is required beyond the scope of this consent, a separate written agreement must be sought.

I reserve the right to revoke this consent if the terms and conditions stated herein are violated.

Please do not hesitate to contact me at [EMAIL ADDRESS] or [PHONE NUMBER] should you require additional clarification or information.

Thank you for respecting the terms of this consent.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE/POSITION]

[COMPANY NAME/CONTACT INFORMATION]