

[PRODUCTION COMPANY]

[DATE]

[LICENSOR NAME]  
[ADDRESS]

Re: [LICENSED MATERIAL DESCRIPTION]

Dear [Licensor]:

We are producing a television program for distribution via [MEDIA VENUE]. We would like to license the material identified below on a non-exclusive basis for use in the Program on the following terms:

**REQUESTED MATERIAL:**

**PROGRAM TITLE:**

**BROADCAST DATE:**

**LICENSE TERM:** \_\_\_\_\_ years (OR IN PERPETUITY)

**METHOD OF DISTRIBUTION  
AND/OR BROADCAST:**

**LICENSE FEE:**

**CLEARANCE DEADLINE:**

**ADDITIONAL RIGHTS:** Full advertising rights

Please indicate your approval of this usage by signing the space provided. Should you have any questions or concerns, please feel free to call me at \_\_\_\_\_, fax me at \_\_\_\_\_, or e-mail me at \_\_\_\_\_. We are under a tight deadline, so any feedback you can give at your earliest convenience would be greatly appreciated. Thank you for your consideration.

Very truly,

**APPROVED:**

\_\_\_\_\_  
(An Authorized Signatory)