[SAMPLE PERMISSION LETTER]

September 9, 2013

New Jerusalem Music

P.O. Box 225

Clarksboro, NJ 08020

(856) 423-8844

(856) 423-8844 Fax

Attention: John Smith

Dear Mr. Smith,

My name is Jane Doe and I am a BFA Dance student at Brigham Young University (BYU) in Provo, Utah. I am writing to request permission to use the song “Impossible Soul” by Sufjan Stevens as accompaniment to an original choreographic work that will be performed at our upcoming undergraduate dance production.

As BFA students in Dance, presentation of our work “in concert” is required. Evaluation and assessment for degree fulfillment is based, in part, on this concert. For my senior thesis, I have chosen to create a modern dance piece titled “Impossible Soul”. This piece is about introspection and will contain modern, contemporary choreography. It will consist of a large group of dancers wearing contemporary, street clothing.

Our undergraduate concert, entitled *Senior Dance Projects Showcase*: *“*Expressions of a Human Heart*”,* will be held in the Richards Building (RB) Dance Studio located on the BYU campus. The RB Dance Studio seats approximately 300 patrons, and based on previous years, attendance has been 90%-100%. While the concert is open to the public, University students, faculty, staff, and their families primarily attend it. Cost of tickets for this production will be $6.00.

Dates: November 2-3, 2013 at 7:00pm (2 shows)

I ask that you please consider that this is a student production and is constrained by a tremendously limited budget. A nominal fee or a waiver would be most appreciated**. If the above use is agreeable with you, please indicate your approval for this request by signing below and returning this letter**. If you are not the sole copyright owner of the requested music, I would appreciate any information you can provide about the owners.

Thank you for your time and assistance. Please notify me if you have questions or need more information.

Thank you,

I hereby represent that I have the authority to grant the permission requested herein:

*Authorized Signature* Date

Name of Authorized Signatory, Title

Company

Jane Doe

BFA Dance Student

janedoe@gmail.com / (555) 555-555

Brigham Young University, BYU Dance Department

cc: John Doe, Artistic Director