

Sample letter for copyright/trademark use

Address
City, State, Zip
Date

To Copyright Holder
Street Address or Box No.
City, State, Zip

REQUEST FOR PERMISSION

Dear Copyright Holder:

I am a 4-H member in Polk County, Iowa. 4-H is a non-formal youth education program connected with Iowa State University Extension. I am learning about _____ (*drawing, sculpting, welding, quilting, etc.*) in my 4-H activities.

I would like permission to use _____ (*your logo, trademark, copyrighted ad, painting, etc.*) In my _____ (*watercolor, pencil sketch, pottery, quilt, woodworking, etc.*) item.

Material to be used: (*your logo, trademark, copyrighted ad, painting, etc.*)

Taken from: (*sports item, tractor, packaging container, magazine, or book, including publisher, date, page, etc.*)

My finished item may be exhibited at the Polk County Fair and Iowa State Fair in the 4-H (*visual arts, etc.*) show. This item will not be sold or reproduced for profit.

Please sign both copies of this form as provided below and return one to me in the self-addressed envelope enclosed. If you have any additional conditions of use, please include at the bottom of this form.

If you are not the holder of these rights, please advise me the name and address of the party I should contact.

Sincerely,

4-H'ers Name typed below signature
enclosures

Permission is granted as stated above.

Permission is not granted.

Printed Name

Title

Company

Signed

Dated

The credit line should read: _____
