

**SAMPLE LETTER for Proof of Written Permission:**

**Copyright Permission**

Date: \_\_\_\_\_

Dear Copyright Holder,

I understand that you are the copyright holder for the artwork/photograph titled "Sea Trees" published in Ocean Journal on page 18 in the Spring 2022 issue.

I would like to include the above-mentioned artwork in a short 3-minute film I am producing for the Aquarium of the Pacific's High Tide Student Film Festival for HS Students which will be available for public viewing and might also be posted on their website and live streamed. Proper acknowledgement will be included with the reproduction of your work in the Closing Credits of my film and also in the Material License Agreement that I will submit with the film.

If you agree to provide me with permission, please sign and date this permission letter and return to me by email. My contact information is below.

I appreciated your consideration of this permission request.

Sincerely,

Student Name: \_\_\_\_\_

Student Email: \_\_\_\_\_

Student Phone #: \_\_\_\_\_

High Tide Film Title: \_\_\_\_\_

By signing below, I warrant that I have the right to grant the permission requested in this letter, and that I provide you with that permission.

Signature \_\_\_\_\_

Date: \_\_\_\_\_