

Online Permission Request

[To Use Third-Party Online Image On a Blog]

Dear Permissions Department:

We are _____, Inc. (“COMPANY”). COMPANY provides [describe business]. For more information on our company, we invite you to access our website at [URL]

We write to request your permission to post the attached Image on our blog, located at [blog address]. As the blog post we are doing is time sensitive, we’d appreciate your approval with 72 hours. If you do wish to grant us permission, we’d be grateful for your completion of the highlighted components below, along with your digital signature, in the below release. If you have any questions, please don’t hesitate to contact us.

PERMISSION TO USE

I am the copyright holder of the attached Image. I give permission to COMPANY to display the Image on the following website:

www.[insertsitelocationhere].com, in digital format only, as part of a blog post (the “Work”). Attribution will as follows:

© [date] [name]. Reprinted with permission.

/S/ [type digital signature]

date:

address:

