

Provisional and polite request for one-time use

Subject: Request for Provisional Permission to Use Image in Event Brochure

Dear [Name],

I am coordinating an event for [Organization/Event Name] scheduled for [Date]. We would like to include your photograph "[Photo Title]" in our printed brochure to highlight the event theme. This will be a one-time, non-commercial use.

We will credit you in the brochure, and no alterations will be made without your approval. Please let me know if you grant permission or if additional documentation is required.

Thank you for your time and support.

Warm regards,

[Your Name]

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