# Sample Language of Request Letter for Either GRAND or MASTER USE Rights (Template used by permission from Don Nichols)

Grand Rights/**PUBLISHER**

Or

Master Rights/**RECORDING COMPANY**

Dear\_\_\_\_\_\_\_\_\_\_

I am writing this letter to request *(indicate grand rights OR master rights)* for music to accompany my original choreographic work, entitled\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, for an upcoming performance in the Ohio State University (OSU) Faculty Dance Concert. I am a faculty member in the OSU Department of Dance and the concert will be in the Barnett Theater, which is our department facility.

The music for which I am requesting permission is:

TITLE:

COMPOSER:

ARTIST:

RECORD LABEL, WITH CATALOGUE NUMBER

LENGTH OF PIECE (OR PORTION THEREOF):

The student performers are predominantly undergraduates and they are performing in the concert as part of our Dance 4700 and 6700 courses, in which students participate in original choreography by an OSU faculty member. As a faculty member, creating a piece for these repertory classes is part of my teaching load.

The public performances are Nov 7, 8, 14, 15, 16 at 8 PM and Nov. 16th at 3:00 PM. Ticket prices are $10 for students and $15 for the general public. The average attendance for the last two faculty concerts was 750. With an average of 160 comp tickets and 590 paid tickets, we grossed an average of $7,500 on tickets sales. The Ohio State University is a non-profit public university, and this income only partially defrays the production costs of the performances.

I am requesting the music for live performance use only- NO commercial audio/video recordings of the performance will be made or distributed.

Please let me know if I am able to use this music free of charge, or if not, what your proposed fee would be.

You can contact me directly with any correspondence, questions, or concerns. Thank you and I look forward to hearing from you.

Sincerely,

Faculty member

Contact Information