

Sample Letter to Receive Permission to Use Music for Senior Choreography Project

Date

To Whom It May Concern:

I am a senior student at Booker T. Washington High School for the Performing & Visual Arts in Dallas, TX and one of my graduation requirements is a final senior project. I have chosen a choreographic project and am very interested in using (Name of Music) _____
_____ by (Composer) _____. One of my requirements is to secure permission to use the music so that I may learn the proper procedure to secure permission to use a copyrighted piece of music. It is an educational project in a public performing arts high school and the performance is free to the public and the school is not making any profit.

My senior choreography project is about _____
_____ and I believe that your music will help me portray this idea through movement. You will receive credits in the program with the title of the work, composer, recording company (if required), and the album.

You may send written permission via e-mail to: (Name of Student) and (Student Email Address). Thank you so much in advance for your time and careful consideration.

Sincerely,

(Name of Student)

Booker T. Washington High School for the Performing & Visual Arts, Dallas, TX