

Dear XX

Name and Address, ideally some form of ID to confirm they are who they say they are

Further to our conversation, we would like permission to make use of your participation/ use XXX in our film THE ZZ. The film is a documentary about YYY. I am attaching the synopsis for your reference.

Also attached is our release form. If you are able to give permission, please would you arrange for this to be signed and returned to me as a scanned copy via email?

Please do not hesitate to call or email me should you need anything further from me, or have any questions.

Kind regards