[Company name]

[Address 1]

[Address 2]

Address 3

[Postcode]

[Date]

Dear Sir/Madam

***Re: Permission to perform a Welsh translation of [name of piece]***

I am contacting you with a request to perform and broadcast a Welsh translation of [name of piece] as part of a competition in this year’s Urdd Eisteddfod. If you are not already aware of this event, it is an annual week's festival for children and young people competing in singing, instrumental, dancing and recitation competitions.

In this particular competition, the competitors are required to tell a story (10 to 15 minutes in length) through a series of songs.  The schools can either compose their own music or take the melodies of well known songs (only a verse and/or chorus, not the whole song) and write their own Welsh words. As the performers are children, the themes of their performances are ones which relate to youngsters e.g. identity, stories with a moral lesson or with an educational element.

In this instance, we have chosen to put words to the following melodies published by you:

**[name of song] – by [name of composer]**

I attach the Welsh translation (and a literal English translation of those words where the words vary from the original). I am seeking permission for the performance of this Welsh translation. There is no guarantee that I will be successful in the prelim stages and reach the stage but if I do, the event will be held during the week of 27th May 2019.

All the stage performances during this week is televised and broadcast on Welsh television channel S4C and on S4C’s catch up services (both in the UK only). If successful, Avanti the television company will be in contact with you with regards to the appropriate permission.

I look forward to hearing from you and thank you very much for your time.

Yours sincerely