[Company name]

[Address 1]

[Address 2]

Address 3

[Postcode]

[Date]

Dear Sir/Madam

***Re: Permission to perform your work : [work title]***

I am contacting you with a request to perform [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 perform choreography to modern music, and we are requesting to perform choreography to this work as part of a mix along with the following works:

**[name of song] – by [name of composer] [00:00 seconds – 00:00 second]**

**[name of song] – by [name of composer] [00:00 seconds – 00:00 second]**

**[name of song] – by [name of composer] [00:00 seconds – 00:00 second]**

**[name of song] – by [name of composer] [00:00 seconds – 00:00 second]**

I am seeking permission for this performance. 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 25th May 2020.

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