[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**] by [**name of composer**] 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 an instrumental piece, and we are requesting to perform this work on [**instrument**] in full and without adaptation. **[If any adaptations are made to the piece, please note this here]**

I am therefore 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