

[date]

[Copyright Holder]

[address]

Dear [Copyright Holder]:

I am writing about the [words, music, and or arrangement] to [song title], which is published in [hymnbook title], a hymnbook of the Unitarian Universalist Association of Congregations. With your permission, we would like to be able to [print the song in orders of service/make large-print copies for our vision-challenged members/project the music on an overhead screen/include the song in podcasts or web-streaming of our services]. If you're willing to grant this permission for an indefinite time period and number of services, we'd be enormously grateful.

If you're more comfortable granting permission for some but not all of these uses, please just specify below what we may do without consulting you again, and thank you so much for your time and for sharing your creative work with our congregation.

Warmly,

[name]

[title]

Permission granted \_\_\_\_\_  
signature date

Acknowledgment \_\_\_\_\_