

FORMAL BUSINESS LETTER

Enter down 7X

20 Foxcroft Drive
Livingston, NJ 07039
March 3, 20—

Return Address

Date

4

Permissions Request Manager
Fender Musical Instruments Corporation
8860 E. Chaparral Road
Scottsdale, AZ 85250

Inside Address

Dear Permissions Request Manager:

Salutation

2

I am a student at Heritage Middle School, and I am a member of the Fundraising committee, which is helping our school build a new auditorium. Our committee is planning a number of events to raise money for the auditorium. One of my responsibilities is to request permission for photo use to advertise events.

Body

2

I would like to use the photo from your Web site of the 60's Stratocaster guitar in a flyer. The flyer will advertise a school dance we are having in two months. Proceeds from the dance will be used to raise money for our new auditorium. We will print 150 copies of the flyer to place around the school.

2

Please let me know as soon as possible if I may have permission to use the photo without a fee. I can be reached at the address above. I will appreciate your help.

2

Sincerely,

4

Closing

Your Name
Heritage Middle School