Date:…./…./………

**To Whom It May Concern**

We, name of entity or agency, based in country – city, would like to inform you that we have assigned and gave full approval to Al Mayedy Production and Aerial Shoot Company, to capture aerial footage for project name of project commencing from Sunday, day/month/year until Thursday, day/month/year.

kindly provide all the necessary facilities for the company to perform its works completely.

Al Mayedy Production and Aerial Shoot Company will be responsible of obtaining recording licenses and all other necessary licenses from the competent authorities to perform the assigned job.

Yours’ faithfully,

Name:

Company:

Signature & Stamp: