

Sample Release Letter

Must be on school letterhead

DATE

Attn: Hometown Products
48 First Street
Pelham, NY 10803
914-235-9426
914-235-9427 (fax)

To Whom It May Concern:

(Name of Organization/School) gives permission for Hometown Products to produce custom products utilizing our school name, logo and colors.

Organization/School Name:
Organization/School Mascot:
Organization/School colors:

Sincerely,

Name (School Official)
Title of Organization