

HFC-P&R
SAJU/EX – IM Number

Date

Address

Phone Number

Fax Number

Subject: Order/Permission Letter

The National Park Service is working on a new, nonprofit museum exhibit for San Juan National Historical Park, San Juan, Puerto Rico. There is an image of a soldier (see attached facsimile) that we are considering as a visual in the exhibit.

Could you please send a 200dpi scan at 8” wide X 4” high, TIFF file along with your invoice and tax identification number?

Before we can use the image in the project, we will need permission for the life of the exhibit. If you can grant such rights, please sign the bottom of this letter and either mail it or fax it back to me. My fax number is _____.

If you have any questions before you can provide the scan and permission, please telephone _____ . I look forward to your response.

Sincerely,

Name

Title

The National Park Service is hereby given permission to use the image cited above for the life of the exhibit for San Juan National Historical Park, San Juan, Puerto Rico.

Signature

Title

Date