[Company name]

[Address 1]

[Address 2]

Address 3

[Postcode]

[Date]

Dear Sir/Madam

***Re: Permission to perform a Welsh translation of [name of piece]***

I am contacting you with a request to perform a Welsh translation of [name of piece] as part of a competition in this year’s Urdd Eisteddfod. If you are not already aware of this event, it is an annual week's festival for children and young people competing in singing, instrumental, dancing and recitation competitions.

In this particular competition, the competitors are required to perform a song from a musical show.

In this instance, we have chosen to translate the words of the following song(s) published by you:

**[name of song] – by [name of composer]**

I attach the Welsh translation (and a literal English translation of those words where the words vary from the original). I am seeking permission for the performance of this Welsh translation. There is no guarantee that I will be successful in the prelim stages and reach the stage but if I do, the event will be held during the week of 27th May 2024.

All the stage performances during this week is televised and broadcast on Welsh television channel S4C and on S4C’s catch up services (both in the UK only). If successful, Avanti the television company will be in contact with you with regards to the appropriate permission.

I look forward to hearing from you and thank you very much for your time.

Yours sincerely