

Music licence request

A template, not legal advice. Written for a short film made in the UK under the law of England and Wales; check it with a lawyer before you rely on it for anything that matters, and change it for Scotland or Northern Ireland if that is where you are.

Two parts: the letter that asks, and the grant the rights holder signs. A piece of music has two copyrights: the composition (the writer or their publisher) and the recording (the artist or their label). You need a synchronisation licence for the first and a master use licence for the second, from whoever owns each; a composer who writes for you and owns both can sign one grant for both. Never use a track you do not have in writing.

The letter

[Producer's name and address]

[Date]

Dear [name],

I am producing a short film, [title], [length] minutes, directed by [director], made [where and when], on a budget of [amount or "almost nothing"]. It is about [one sentence].

I would like to use [track title] by [writer / artist] in it, [where in the film and for how long: e.g. under the opening sequence, for about 90 seconds]. I am writing to ask for a synchronisation licence for the composition [and a master use licence for your recording of it] on the terms below, and I have set out a short grant you could sign if you are willing.

The film will be entered for festivals and competitions, shown at screenings, and released online; I am asking for those uses, worldwide, without limit of time, and for the trailer and promotion of the film. I can offer [a fee of ____ / no fee, and a full credit in the end titles and wherever the film is listed, and a copy of the finished film].

I am happy to talk about the terms, and to send you the cut once it is ready. Thank you for reading this.

Yours sincerely,

[Name, role, phone, email]

Grant of music licence

Film (working title)	
Producer / production company ("the Producer")	
Track title	
Composition: writer(s) and publisher (if any)	
Recording: performer(s) and owner of the master (if any)	
Rights holder signing ("the Licensor"), address and email	
Use in the Film (where, how long, whole or part)	
Fee (or none)	£
Credit	

1. The licence. The Licensor grants the Producer a non-exclusive licence to record, reproduce and synchronise the composition [and the master recording] named above in timed relation with the Film, and to reproduce, exhibit, distribute, broadcast, stream, perform and otherwise exploit the Film with the music in it, together with trailers, excerpts and promotion of the Film, in all media whether now known or invented later, throughout the world, without limit of time. Festival, competition, screening, broadcast and online uses are all included.

2. Performing rights. Public performance and broadcast of the music in the Film remain subject to the usual collecting-society arrangements (in the UK, PRS for Music and PPL), which the exhibitor or broadcaster pays, not the Producer; the Licensor will give the Producer the cue-sheet details (title, writers, publisher, duration) for the Film's cue sheet.

3. The Licensor's promises. The Licensor owns or controls the rights granted and no one else's consent is needed (or has obtained it: co-writers, a publisher, a label, performers); the music does not infringe anyone's rights; and the Licensor will not bring any claim against the Producer or its licensees for the uses permitted here.

4. Credit and copies. The Producer will credit the music as set out above in the end titles; an accidental failure to credit is not a breach. The Producer will give the Licensor a copy of the finished Film for their own reference and portfolio.

5. Law. This licence is governed by the law of England and Wales, and the courts of England and Wales have exclusive jurisdiction. It is the whole agreement about this music in this Film.

The Licensor	For the Producer
Signed:	Signed:
Name:	Name:
Date:	Date: