

4. Sample letter to obtain permission when other observatories are shown in your film or photograph.

XXXX Observatoy
XXXX, Hawaii 96720, USA

To whom it may concern:

We are a media company based in Japan.

On January 5, 2002, we plan to (photograph/film) of Subaru Telescope for a (program on science). We request your permission to use images/scenes in which your telescope may appear in the background.

The program will focus on (such and such) and will be (published/broadcast/released) in Japan.

If you approve of our use of such images/scenes, I would appreciate it if you could sign this form and fax it back to (Name) at 81-XXXXXXXXXXXX.

(Name)
(Titile)
(Company)

We give permision to (Company) to use (images/scenes) in which our telescope facility on Mauna Kea may appear in the background for a (program on science).

Name (print)

(signature)

Date