SAMPLE USE OF LOGO PERMISSION [Form]

The following sample memorandum may be used for obtaining clearance for an outside organization the use of seal, emblem, insignia or logo. There may be times when an outside vendor will want to use your logo because they are selling or advertising your products. Here is a sample use of logo permission form. This is not a legal document and should be reviewed by a legal professional.	
NOTE : Use of the in accordance with your office	emblems or logos is subject to legal review and clearance ce's policies and procedures.
[date]	
MEMORANDUM FOR:	[name of agency head] [title] [name of agency] Your Name General Counsel [If applicable]
FROM:	[name and title of agency contact/advocate for outside use]
SUBJECT: Emblem	Request for Permission to Use Official [name of agency]
This is a request for permission by an outside organization, namely [name of outside entity] to use the [name of agency] emblem. [Provide one or two paragraphs on nature of outside organization and their proposed use of agency emblem]	
Recommendation	
Accordingly, permission is sought under the to enable [name of outside organization] to use the [name of agency] emblem as it has proposed. If you approve, please sign below where appropriate. Please be assured that this permission does not extend beyond this individual use.	
[Name of agency head or [Title]	designee] Date
Name General Counsel for	Date