

Date:

To:

From:

Re:

In order to facilitate the transfer of talent records for _____, we would appreciate you following the procedures outlined below.

1. Attached is the union(s) Transfer of Rights form(s). This letter includes titles and code numbers of all active commercials for _____. If you plan to transfer the production and duplication elements of released commercials as well, please let me know so they can be included on the list.

2. Please sign as Transferor and forward to attached transfer agreement(s) to the client or new agency for their signature as Transferee. Please instruct the client or new agency to return the original signed form to my attention for processing.

3. Upon receipt of the completed Transfer of Rights form, and your written authorization to us, we will send all the appropriate talent files to a designated employee of the client or new agency. This transfer will only be made when all outstanding talent invoices on this account are paid to TalentPartners.

4. TalentPartners will submit the Transfer of Rights form to the appropriate unions and, upon receipt of union approval, will forward such forms to you.

Thank you for your cooperation.