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Addressee

Company

Address

City, State, Zip Code

**RE: *Project Title***

To Whom it May Concern:

In accordance with Article 18 of the Writers Guild of America Theatrical and Television Basic Agreement, please notify the undersigned of the names of any and all writers now or previously employed to render writing services on the above-referenced project (“the Project”). For the avoidance of doubt, for projects produced for television, high budget subscription video-on-demand, and new media, the Project, as used herein, shall include, but is not limited to, any project assigned during the twelve months preceding this correspondence which featured, or proposed to feature, the same performer(s), regardless of the subject matter.

In addition, please provide the names of any and all writers from whom material was acquired for the Project. In the case of a remake, please also provide the names of the credited writer(s) of the prior version(s) of the photoplay.

Finally, this correspondence shall serve as a written request that the Company provide the undersigned with the names of any and all writers subsequently employed to render writing services on the Project. Where the Company invites writer(s) to pitch or to be interviewed concerning possible employment, this correspondence shall also serve as a written request that the Company provide the undersigned with the approximate number of other writers invited to pitch or be interviewed concerning possible employment.

Thank you in advance for your anticipated cooperation and prompt response. Nothing contained herein is intended as, nor does it constitute, a waiver of any or all rights of the undersigned, each and all of which are hereby expressly reserved.

Sincerely,