

Media Use Permission Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Media Owner's Name]

[Media Owner's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Media Owner's Name],

I am writing to request permission to use [specific media, e.g., images, videos, etc.] from [source, e.g., website, publication, etc.] in my research article titled "[Title of Your Article]." This research article is intended for publication in [name of journal or publication].

The specific media I would like to use includes:

- [Description of media 1 with details]
- [Description of media 2 with details]
- [Description of media 3 with details]

The usage of this media will be solely for academic purposes and will properly credit your work in the publication. If granted permission, I will ensure all appropriate citations are included in compliance with your guidelines.

Please let me know at your earliest convenience if you grant me permission to use the requested media. If there are any conditions or fees associated with this permission, please provide that information.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]