

Request for Permission to Use Copyrighted Material

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Copyright Holder's Name]

[Copyright Holder's Address]

[City, State, Zip Code]

Dear [Copyright Holder's Name],

I am writing to request permission to use [describe the copyrighted material] in [describe the context such as a publication, website, or project].

Details of the request:

- **Material Description:** [Description of the copyrighted material]
- **Intended Use:** [Explain how you plan to use the material]
- **Distribution:** [State if it will be distributed publicly and how]
- **Duration:** [Specify how long you will use the material]

I believe that my project aligns with the principles of fair use, however, I would like to ensure that I have your permission before proceeding.

Please let me know if you require any further information or if there are specific conditions regarding the use of your material.

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

Sincerely,

[Your Name]