

# Rights Clearance Request Letter

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request permission to use the material titled "[Title of Material]," created by [Creator's Name], published on [Publication Date]. We intend to use this material in an online format for [specific purpose of use, e.g., educational, promotional, etc.].

The details of the proposed use are as follows:

- Format: [Specify online format, e.g., website, social media, etc.]
- Duration of use: [Specify duration]
- Audience: [Describe the target audience]

We are committed to ensuring that all rights are duly respected and we are prepared to comply with any terms and conditions you may have regarding this material. If necessary, we are open to discussing a licensing fee.

Please let us know at your earliest convenience if we may receive permission for this use, and any steps we need to take to formalize this request.

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

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[Your Email]

[Your Phone Number]