

Request for Permission to Use Book Excerpt

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Publisher's Name]

[Publisher's Address]

[City, State, Zip Code]

Dear [Publisher's Name],

I am writing to request permission to use an excerpt from the book titled **[Book Title]** by **[Author's Name]** for academic purposes.

I am currently working on a [thesis/paper/research project] at [Your Institution] that aims to [briefly describe your project]. I would like to include the following excerpt from your book:

[Insert the specific excerpt you wish to use]

This excerpt will be used exclusively for academic purposes and will be properly attributed to the author and publisher in accordance with academic standards.

I would greatly appreciate your consideration of my request and look forward to your reply.

Thank you for your time.

Sincerely,

[Your Name]