

# Request for Permission to Use Book Excerpt

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[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 your book titled "**[Book Title]**" for educational purposes. I am currently working on [briefly describe your project, e.g., a curriculum, a research paper, etc.], and I believe that the specific excerpt from your book would greatly enhance the educational value of my work.

The excerpt I wish to use is from pages [insert specific page numbers], which contains valuable insights on [briefly describe the content of the excerpt].

I intend to use this excerpt in [describe how you will use it, e.g., a textbook, a presentation, etc.], and it will be distributed to [mention the audience, e.g., students, educational institutions, etc.]. Full credit will be given to the author and the publisher in all materials produced.

Please let me know if you require any further information or if there are any forms I need to complete. I would greatly appreciate your consideration of my request and look forward to your prompt reply.

Thank you for your time.

Sincerely,

[Your Name]