

Request for Permission to Use Book Excerpt

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Title]

[Publisher's Name]

[Publisher's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request permission to include an excerpt from your book, *[Book Title]*, in a journal article I am preparing for publication entitled *[Article Title]*.

The specific excerpt I would like to use is from [page number/section], and I believe that it would significantly enhance the discussion of [briefly describe how the excerpt relates to your article].

The journal in which the article will be published is *[Journal Name]*, which focuses on [brief description of the journal focus]. I intend to use the excerpt as [explain how you will use the excerpt - e.g., as a quoted reference, analysis, etc.].

I will ensure that proper attribution is given, crediting you and your work in the article as well as conforming to any specific guidelines you may have regarding the use of your material.

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

Sincerely,

[Your Name]

[Your Position/Title]

[Your Institution/Organization]