

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Publisher's Name]

[Publisher's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request permission to use an excerpt from [Book Title] by [Author's Name] for a literary analysis paper I am currently working on as part of my [course/program] at [Your Institution].

The excerpt I wish to use is from [specific page or chapter], and I intend to analyze it in the context of [briefly explain the focus of your analysis]. The analysis will contribute to a deeper understanding of [relevant themes or concepts].

I will ensure that the excerpt is properly cited and credit is given to the author and publisher in all instances. If you require a specific citation format or any additional information, please let me know.

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

Sincerely,

[Your Name]

[Your Institution]