

Request for Book Excerpt Permission

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[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 the book *[Book Title]*, authored by *[Author's Name]*, for a presentation I will be delivering on *[Date of Presentation]* at *[Event/Institution Name]*.

The specific excerpt I would like to use is from *[Chapter/Section Title]* (pages [Page Numbers]). I believe that including this material will significantly enhance my presentation and provide valuable insights to my audience.

I assure you that proper credit will be given, and I will comply with any guidelines you have regarding the use of the excerpt. If needed, I can provide additional information regarding my presentation or the context in which the excerpt will be used.

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

Sincerely,
[Your Name]