

[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 [Title of the Book] by [Author's Name] for promotional purposes. We are planning to feature this excerpt in [details about your project, e.g., a marketing campaign, social media posts, a newsletter, etc.].

The specific excerpt I would like to use is as follows:

"[Excerpt from the book]"

I believe that including this excerpt will greatly enhance our promotional efforts and provide valuable insight into the themes of [Title of the Book]. We will, of course, credit the author and publisher accordingly in all communications.

I would appreciate your prompt consideration of my request, as we are aiming to launch our promotional efforts by [insert timeline]. If you require any additional information or have specific conditions for granting this permission, please let me know.

Thank you for your time and consideration. I look forward to your favorable reply.

Sincerely,

[Your Name]