

# Request for Permission to Use Book Excerpt

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

[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 the book *[Book Title]* by [Author's Name], published in [Year of Publication]. I am currently conducting research on [brief description of research topic] and would like to include a passage from your publication in my upcoming publication, which is intended for [describe the intended use, e.g., academic journal, thesis, etc.].

The specific excerpt I wish to use is as follows:

[Insert the excerpt here]

The excerpt will be cited appropriately, and I will ensure that all required credits are provided in accordance with your guidelines.

Please let me know if you require any additional information or if there are any fees associated with this request. I appreciate your consideration and hope to hear from you soon.

Thank you for your time.

Sincerely,  
[Your Name]  
[Your Job Title/Position, if applicable]  
[Your Institution, if applicable]