

Reprint Request

Date: [Insert Date]

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

[Recipient Name]
[Recipient Title]
[Recipient Institution]
[Institution Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request permission to reprint the article titled "[Title of Article]" published in [Journal Name] on [Publication Date]. The article has been a significant contribution to my research, and I would like to include it in my upcoming work.

I will ensure that proper citation is given to your work, and I will include all necessary bibliographic details. If required, I am happy to provide additional information about the intended use of the reprint.

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

Sincerely,

[Your Name]
[Your Position]
[Your Institution]