

Request for Copyright Permission

Date: [Insert Date]

[Author's Name]

[Author's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Publisher's Name]

[Publisher's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request permission to reprint the following article:

Title of Article: [Insert Title]

Authors: [Insert Authors]

Publication: [Insert Journal/Book Name]

Year of Publication: [Insert Year]

The intended use of the article is [describe the purpose, e.g., educational use in a course textbook, reprint in a new publication, etc.]. I would appreciate your support in granting me the necessary copyright permission.

I plan to incorporate full citation credits as specified in your copyright guidelines. If necessary, I can provide additional information regarding the use and context.

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

Sincerely,

[Author's Name]