

Reprint Request for Publication in Newsletters

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

[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request permission to reprint the article titled "[Title of the Article]" published in [Publication Name, Issue, Date].

We would like to include this article in our upcoming newsletter to [describe the purpose or audience of your newsletter]. We believe that this piece will greatly benefit our readers and enhance our content.

We will, of course, give full credit to you and [Publication Name] as the original source of the article. Please let us know if we need to follow any specific guidelines or if there are any fees associated with this request.

Thank you for considering our request. I look forward to your positive response at your earliest convenience.

Sincerely,

[Your Name]
[Your Position]