

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Author's Name]

[Author's Institution]

[Institution Address]

[City, State, Zip Code]

Dear [Author's Name],

I hope this message finds you well. My name is [Your Name], and I am currently working on [Your Project/Research] at [Your Institution]. I am writing to request permission to reprint your thesis titled "[Thesis Title]" which was published in [Year] as part of [Institution/Program].

Your work has significantly contributed to my understanding of [Specific Topic or Field], and I believe that including it in my project will greatly enhance its quality and academic rigor. I assure you that proper citation will be provided, and your work will be acknowledged appropriately.

Please let me know if you would be willing to grant this request. I would be grateful for any guidance or additional information you might require from my side.

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

Best regards,

[Your Name]

[Your Position]

[Your Institution]