

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

[Recipient's Name]
[Recipient's Title]
[Recipient's Institution/Company Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position/Title] at [Your Institution/Organization]. I am writing to inquire about the potential acquisition of publishing rights for the research report titled "[Title of Research Report]" authored by [Author's Name].

We are interested in publishing this report as part of our ongoing efforts to disseminate valuable research findings in the field of [Field/Area of Study]. We believe that this report would significantly contribute to the existing literature and reach a wider audience.

Could you please provide us with information regarding the availability of publishing rights for this report and any associated terms? Additionally, we would appreciate any guidelines you may have regarding the submission process.

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

Sincerely,
[Your Name]
[Your Position/Title]
[Your Institution/Organization]
[Phone Number]