

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

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

Dear [Recipient Name],

I hope this message finds you well. I am currently in the process of preparing an academic paper entitled "[Title of Your Paper]" for publication in [Journal/Conference Name]. I am writing to request your permission to include the figure titled "[Title of the Figure]" from your work published in "[Title of the Original Work]" (published in [Year]).

This figure is crucial to the discussion in my paper as it [briefly explain the relevance of the figure to your research]. I believe that including this figure will enhance the understanding of the topic.

Please let me know if there are any forms or agreements I need to complete to obtain this permission. I would be happy to comply with any requirements you may have.

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

Sincerely,
[Your Name]
[Your Position/Title]
[Your Institution]