

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request permission to publish a paper titled "[Title of Your Paper]" in the proceedings of the upcoming [Conference Name], scheduled for [Conference Dates].

The paper discusses [briefly describe the content of your paper and its relevance to the conference]. I believe that this work will contribute significantly to the themes and discussions of the conference.

Please let me know if you require any further information or documentation to facilitate this request. I would be grateful for your consideration.

Thank you for your time and assistance. I look forward to your positive response.

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