

Request for Permission to Reproduce Copyrighted Material

Date: [Insert Date]

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

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

Dear [Recipient Name],

I am writing to request permission to reproduce copyrighted material in my upcoming publication titled "[Title of Your Publication]." I would like to include the following material:

[Describe the copyrighted material you wish to reproduce, including title, author, publisher, and any other relevant details.]

The material will be used in the following manner:

[Explain how you plan to use the material, such as in a specific chapter or section.]

I believe that this material will contribute significantly to the quality and educational value of my publication. I am happy to provide any additional information you may require regarding my project.

If you grant permission, please let me know if there are any specific requirements or conditions regarding the reproduction of this material. I am willing to discuss any licensing fees that might apply.

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

Sincerely,
[Your Name]