

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Institution/Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request permission to use your scholarly article titled "[Title of the Article]" published in [Journal Name] in [Year]. As a [your position, e.g., graduate student, researcher], I believe that including your work in my research will greatly enhance the depth and credibility of my findings.

Your article provides invaluable insights into [briefly describe the relevance of the article to your work], which aligns closely with my research objectives. Specifically, I would like to [explain how you intend to use the article, e.g., quote, reproduce figures, etc.].

I assure you that proper attribution will be given to your work in accordance with [mention any relevant citation format or guidelines]. I understand the importance of intellectual property rights and will respect all terms you may set forth regarding the use of your article.

Thank you for considering my request. I hope to hear from you soon, and I am willing to provide any additional information you may need in making your decision.

Sincerely,

[Your Name]