

# Request for Translation Rights

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Publisher's Name]

[Publisher's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the rights to translate [Title of the Educational Material] into [Target Language]. As an educator committed to enhancing the accessibility of quality educational resources, I believe that this translation will significantly benefit [specific audience or community].

I am particularly impressed by the content of [Title of the Educational Material] and its relevance to [mention specific themes or topics]. With your permission, I aim to adapt the material to suit the cultural and educational context of [Target Audience].

Should you grant the translation rights, I will ensure proper attribution and adhere to any specific guidelines you may have in place. I look forward to discussing any potential terms and agreements regarding this request.

Thank you for considering my request. I am eager to collaborate with you on this initiative.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Institution/Organization]