

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient Name]

[Recipient Title]

[Organization/Institution Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request compensation for early access to the manuscript titled "[Manuscript Title]." Given the significance of this work and its potential impact on the field, I believe early access would greatly benefit my current research and future publications.

As you may know, having early access to this manuscript would allow me to [briefly explain how the early access would benefit your research or project]. I am committed to acknowledging this early access in my work and will adhere to any guidelines you may set forth regarding its use.

I appreciate your consideration of this request and look forward to your positive response. Please feel free to contact me at [Your Phone Number] or via email at [Your Email Address] should you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]