Request for Visual Adaptation Rights

Date: [Insert Date]
To: [Insert Recipient's Name]
[Insert Recipient's Title]
[Insert Recipient's Address]
[City, State, Zip Code]
Dear [Insert Recipient's Name],
I hope this message finds you well. I am writing to formally request the rights to create a visual adaptation of [Insert Title of Work], authored by [Insert Author's Name]. We are excited about the possibility of bringing this work to life through [Specify Medium: film, graphic novel, etc.].
Our project aims to [Briefly Describe Your Project and Vision]. We believe that this adaptation will reach a wider audience and introduce [Insert Author's Name]'s incredible storytelling to new fans.
We are committed to maintaining the integrity of the original work and would love the opportunity to discuss this further. Please let me know if you would be open to a meeting or if there are any forms or agreements that we should complete as part of this process.
Thank you for considering our request. I look forward to your positive response.
Warm regards,
[Your Name]
[Your Title]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]