

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the possibility of obtaining high-resolution images for publication use from [specific source or collection, if applicable].

As a [your position, e.g., researcher, editor], I am currently working on [brief description of the project or publication], and I believe that your images would greatly enhance the visual appeal and informational value of the project.

If available, could you please provide the details regarding the licensing and any associated costs for the use of these images? Additionally, I would appreciate it if you could let me know the preferred format and resolution you recommend for publication.

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

Sincerely,
[Your Name]