

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

[Recipient Name]  
[Publisher/Agency Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to inquire about the possibility of obtaining illustration rights for [specific work or title]. I am currently [briefly explain your project, e.g., working on a book, creating educational materials, etc.] and believe that the illustrations from your collection would greatly enhance the quality and impact of my project.

Could you please provide information regarding the terms and conditions for licensing the illustration rights? I would appreciate details on the fees involved, the duration of the rights, and any other necessary agreements.

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

Sincerely,  
[Your Name]