

Request for Illustration Rights Acquisition

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the acquisition of illustration rights for [specify the illustrations or artwork, e.g., "the illustrations used in the publication titled 'XYZ'"]. As [your position or title, e.g., "the author of the accompanying text"], I believe that these illustrations are essential for enhancing the reader's understanding and engagement.

Our intention is to [briefly explain how you plan to use the illustrations, e.g., "include them in a new edition of the book," "use them in promotional materials," etc.]. We are committed to ensuring that your work is properly credited and compensated accordingly.

Please let me know the terms under which we may acquire these rights, including any licensing fees or agreements. I appreciate your consideration and look forward to your positive response.

Thank you for your time.

Sincerely,

[Your Name]