

# Formal Application for Publishing Rights

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

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

Dear [Recipient's Name],

I am writing to formally request publishing rights for [Title of Work/Project], which was originally published on [Date of Original Publication] by [Original Publisher Name]. I am seeking to [briefly explain your intent, e.g., create a new edition, translate the work, etc.].

[Provide a brief description of your qualifications or reasons for requesting these rights, and outline how you intend to utilize the material. Include relevant details such as your target audience, the intended format, and distribution plans.]

I understand the importance of copyright and am committed to adhering to all legal obligations regarding the publication of this work. I kindly request that you send any necessary forms or documentation to facilitate this process.

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

Sincerely,  
[Your Name]