

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

Recipient's Name
Recipient's Title
Publisher's Name
Publisher's Address
City, State, Zip Code

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request publishing rights for [Title of the Work], which was originally published by [Original Publisher] on [Publication Date].

As an author and a passionate advocate for [related cause or field], I believe that this work has significant value and potential for a broader audience. I kindly ask for your permission to publish this material in [mention the intended format, e.g., book, article, online platform].

I assure you that all necessary credits and acknowledgments will be given to [Original Publisher] and any other relevant parties. I am open to discussing any terms or conditions you may wish to impose.

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

Sincerely,
[Your Name]