

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request permission to quote from your business case study titled "[Title of Case Study]." I believe that your insights will greatly enhance my research on [specific topic], and would provide valuable context for my analysis.

As a [your position or affiliation], I am committed to maintaining the integrity of your work. I will ensure that all quotations are appropriately credited and used in accordance with your guidelines.

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

Sincerely,

[Your Name]