

# Formal Request Letter for Permission to Use Copyrighted Material

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Copyright Holder's Name]

[Position, if known]

[Company/Organization Name]

[Address]

[City, State, ZIP Code]

Dear [Copyright Holder's Name],

I am writing to formally request your permission to use the following copyrighted material:

**[Describe the material in detail, including title, author, publication/source, and any relevant details].**

The purpose of this request is to use the above material for **[describe intended use – e.g., educational, commercial, distribution in a publication, etc.]**. Specifically, I intend to **[insert details, such as – “include it in a classroom presentation”, “publish it in a journal article”, or “reproduce it on a website”]**. The requested use will occur from **[start date]** to **[end date or “ongoing”]**.

I assure you that the copyright notice and proper attribution will be included with the material as required. If there are any specific terms, conditions, or fees associated with this permission, please let me know so that I may comply accordingly.

Please find attached any additional information you may require to process this request. I would be grateful if you could provide your authorization in writing at your earliest convenience.

Thank you for considering my request. Please feel free to contact me if you need further details or clarification.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]