[COMPANY NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

[DATE]

**Subject: Request for Permission to Use Copyrighted Material**

Dear [COPYRIGHT HOLDER’S NAME/ORGANIZATION],

I hope this message finds you well. I am writing to request your permission to use certain copyrighted material that you own for [*specific purpose, e.g., an educational presentation, publication, marketing material, etc.*].

**Details of the Request**

* **Material Requested**: [*Description of the copyrighted material, e.g., title, excerpt, image, or other specifics*]
* **Intended Use**: [*Brief explanation of how the material will be used, e.g., in a book, online course, website, etc.*]
* **Duration of Use**: [*Specify the time frame of the usage, e.g., indefinitely, for six months, etc.*]
* **Distribution**: [*Details of the audience or extent of distribution, e.g., local event, global online access, internal company use, etc.*]
* **Attribution**: [*Explanation of how credit will be given, e.g., acknowledgment of the author, organization, or source.*]

I assure you that the material will only be used for the purposes stated above and will not be altered in any way that misrepresents its original context or intention. If you require, I am happy to discuss licensing terms or provide additional information to facilitate your decision.

Please let me know if there are any conditions or fees associated with this request. You can reach me at [EMAIL ADDRESS] or [PHONE NUMBER] for any clarifications or further discussions.

Thank you for considering this request. I look forward to your response and appreciate your time and assistance.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE/POSITION]

[COMPANY NAME]