

Copyright Permission Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Copyright Holder's Name]

[Copyright Holder's Address]

[City, State, ZIP Code]

Dear [Copyright Holder's Name],

Subject: Request for Copyright Permission

I am writing to seek permission to use copyrighted material owned by you in my project [Project Title]. The purpose of this project is [briefly describe the purpose and nature of your project, e.g., a research paper, blog post, educational presentation, etc.].

The specific material I wish to use includes [describe the copyrighted material you want to use, such as text excerpts, images, graphs, charts, etc.]. It will be incorporated into the project in the following manner [explain how you intend to use the material, e.g., as a reference, illustration, etc.].

I understand that the material is protected by copyright laws and is the exclusive property of [Copyright Holder's Name]. As such, I respect the rights of the copyright holder and seek proper authorization for its use. My project is not intended for commercial purposes, and I will properly attribute the copyright holder's work as required.

In light of the above, I kindly request your permission to use the copyrighted material for the purpose stated above. If you grant me the necessary rights, I will comply with any terms and conditions you specify and provide proper attribution as requested.

Please find attached a copy of the material I wish to use, as well as the relevant portions of my

project where it will be included. If there are any fees associated with obtaining this permission, please let me know the details, and I will be glad to cover the costs.

I am looking forward to your prompt response. If you require any further information or have any questions, please feel free to contact me via the information provided above.

Thank you for considering my request. Your support in this matter is greatly appreciated.

Sincerely,

[Your Name] (printed)

[Your Signature, if sending a physical letter]

Enclosures:

1. Copy of the copyrighted material
2. Relevant portions of the project where the material will be used