

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request permission to use the following images: [briefly describe the images, including titles or descriptions and their source].

The intended use of these images is for [explain the purpose, e.g., publication in a book, website, presentation, etc.], and I believe that these images will significantly enhance the [project/subject matter].

I assure you that proper credit will be given to you and your organization whenever the images are used. If you require any specific form of acknowledgment, please let me know.

I would greatly appreciate your consideration of this request and look forward to your positive response. Please feel free to contact me if you need any further information or clarification.

Thank you for your time and assistance.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Organization, if applicable]