

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to request permission to publish content that features [briefly describe the content, e.g., "photographs of your artwork" or "excerpts from your book"].

The intended use of this content is [explain the purpose--e.g., "to accompany an article I am writing for XYZ publication" or "to be included in my upcoming project"]. The content will be presented in [describe how the content will be used, e.g., "a print publication," "a digital format," "a presentation," etc.].

I believe that your work [mention why the content is significant or relevant], and it would add great value to my project. I will ensure that you are appropriately credited and that any terms you stipulate are adhered to.

Please let me know if you would be willing to grant this permission and if there are any specific conditions you would like me to follow.

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

Sincerely,

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