

# Template Quotes Use Permissions Letter

[Name]

[Address]

[Contact information]

[Date]

[Copyright holder name]

[Copyright holder address]

Dear [copyright holder name],

I would like to request permission to reprint [x# of words] from the following work:

Author:

Title:

ISBN:

Year of publication:

I have [enclosed/included below] the material I would like to use.

I am requesting permission to include this material in the following work:

Author:

Title:

Publisher (if applicable):

Publication date:

Price:

I would like to request non-exclusive world rights to use this material in the work stated — for use in all languages and for all editions and formats including digital/e-books. These rights in no way restrict republication of the material in any form by you or by others who are authorised by you. If approved, full credit will be given to the source of this work.

If you agree with these terms, please sign and return this letter along with any conditions that you require adherence to. Your signature confirms that you are the copyright holder for this work. If you are not the copyright holder, I would appreciate it if you could direct me to them.

If you require any further information, please contact me.

I would be very grateful for your permission to reprint your work.

Yours sincerely,

[Your signature]