

Formal request to use copyrighted material in an academic paper

Subject: Request for Permission to Use Copyrighted Material in Academic Work

Dear [Copyright Holder's Name],

I hope this message finds you well. I am writing to request your formal permission to use excerpts from your work titled "[Title of Work]" in my upcoming academic paper, which will be submitted to [University/Institution] as part of my coursework in [Subject/Field].

The specific material I intend to use includes [describe sections, images, or excerpts], and the purpose is strictly educational and non-commercial. Proper credit will be given to you as the copyright holder in the references and acknowledgments.

If there are any conditions or licensing fees required, kindly inform me so I can comply accordingly. I appreciate your consideration and look forward to your approval.

Sincerely,

[Your Name]

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