

Serious official tone for organizational requests

Subject: Request for Copyright Permission for Corporate Training Materials

Dear [Recipient's Name],

On behalf of [Company Name], I am writing to request permission to use excerpts from your work "[Title of Work]" in our internal training materials. These materials will be distributed only among employees and will not be shared externally.

We are committed to respecting copyright and ensuring appropriate attribution. Please advise us of the conditions, terms, or licensing fees that apply to this request.

We appreciate your cooperation and look forward to your response.

Sincerely,

[Your Name]

[Position]

[Company Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/copyright-permission-letter>