

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Request to Use Copyrighted Material

Dear :

Your essay entitled "Prints in Sand" would be an excellent addition to my presentation about beaches. I am writing to request your permission to use your essay in my presentation. I ensure you that you will be recognize for this work. Your approval in this matter would be a great assistance in making my presentation more thought provoking to my audience.

If you have any questions, regarding this matter please contact me at your convenience. Thank you for your time and assistance.

Sincerely,

N A M E