Your full name

Full address [street /

city / state / zip]

Phone number

Date of letter

Dear [name of owner of material in question]:

I am in the process of writing a book about [topic]. The title of the book is: [include subtitle as well]. I would like to include the follow quote from you.

[copy and paste quote]

I am requesting permission to use the above quotes(s), giving you full credit, in my book, [book title]. I request non-exclusive world rights to use this material in my work, in all languages and for all editions and formats, including digital/electronic. If you agree with the terms as described, please sign and return the letter to me, specifying your preferred credit wording or other conditions you require. Your signing of this letter confirms that you own the copyright to the above described material. If you do not currently hold the right, I would appreciate any information that can help me contact the rights holder.

I would be very grateful for your permission. If you require any additional information, do not hesitate to contact me at the address and number above.

Sincerely,

[your signature]

[your name, typed]

The above request is approved on the understanding that full credit will be given to me as the originator. I am granting this permission to [insert your name].

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Please sign and date here. Thank you.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

[typed full name of person signing document]