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Dear _____:

My name is _____ and I am writing to you today to request permission to use your intellectual property for a specific purpose. I would like to know if I may receive permission to use the following work:

I plan to use the work for the following purpose:

As you may have noticed, my primary purpose for use of this work will be in an educational setting.

Please let me know, by written response, whether I may have permission to use this work. If you would like to discuss a license agreement or fee for use of this work, please also advise me of that, as well, in your return correspondence.

I appreciate you taking the time to read this letter and I look forward to speaking with you

soon.

Sincerely,
